

**PROCEEDINGS OF THE BROWN COUNTY
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular and budget meeting of the **Brown County Planning, Development & Transportation Committee** was held on Monday, October 19, 2015, in Room 161, UW Extension, 1150 Bellevue Street, Green Bay, Wisconsin.

Present: Chair Bernie Erickson, Supervisors Norbert Dantine, Dave Kaster, Tom Sieber, Dave Landwehr

Also Present: Supervisors Lund, Kaye, Robinson, Jamir, Van Dyck and Gruszynski; Paul Fontecchio (PW-Engineering Mgr.), Brandy Younger (Public Works Business Mgr.), Jeff Oudeans (PW - Project Mgr.), Cathy Williquette (Register of Deeds), Chuck Lamine (Planning Director), Jeff DuMez (GIS/LIO Coordinator), Bill Bosiacki (Zoning), Jim Wallen (Property Lister), Dean Haen (Port & Resource Recovery Director), Tom Miller (Airport Director), Judy Knudsen (UW-Extension), Troy Streckenbach (County Executive), Chad Weininger (Director of Administration), Brian Simons (Library Director), Curt Beyler (Library Facility Mgr.), Dan Process (Internal Auditor), David Ehlinger (Finance Director), Sandy Parmer (Senior Accountant), Christina Connell (Senior HR Analyst), news media & other interested parties.

I. Call Meeting to Order.

The meeting was called to order by Chair Bernie Erickson at 5:22 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

III. Approve/Modify Minutes of September 28, 2015.

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

Advance

1. Quarterly Report from Advance Business – Peter Zaehring, Vice President, Economic Development.

Advance Vice President, Economic Development Peter Zaehring introduced himself and provided the Committee with a handout, a copy of which is attached. He noted that he recently relocated to Brown County from Akron, Ohio. His background includes a lot of economic development work in northeast Ohio and the Carolinas as well as on the East Coast. He has worked on many projects of varying sizes. Zaehring thanked the County for their support of Advance and shared some of the things that have happened at Advance.

Zaehring spoke about the core principle of economic development which is business expansion and retention. Advance has a retention committee which has visited with more than 120 companies in the county over the last 12 months. He directed the Committee's attention to the last page of the handout which contains a pie chart showing the visits to the companies by community. The graph on the lower portion of the page shows the type of industries that have been visited and Zaehring noted that manufacturing, professional services and healthcare represent the top three. Advance asks these companies specific questions to be sure that they are not just collecting data, but also are uncovering any issues or challenges they are facing with regard to growth or talent attraction and retention.

Zaehringer continued that what they have found in speaking with the CEOs is that they do not typically have several hours to complete surveys so Advance is working to maximize the time they spend at a business while still gathering the most information possible. Advance has not had a full-time business expansion or retention position in the past and Zaehringer felt that they absolutely have to have a staff person dedicated to this which does not simply mean doing surveys, but also visiting with companies. This person could also become a project manager when a company works on expansion or retention. Zaehringer noted that they have recently posted a position of this nature and he is hopeful that they can hire someone for this early next year.

The Advance Business and Manufacturing Center recently experienced their highest occupancy of 90%. Zaehringer stated that the facility is state-of-the-art and the average occupancy this year has been about 69% manufacturing and 95% office. He pointed out that he has looked at some current numbers and felt that for the current incubator tenants, the economic impact is fairly small as they are still establishing themselves as businesses and establishing a customer base. The current clients in the incubator generate about \$2.5 million dollars of economic impact. Zaehringer said these companies typically grow much faster once they have been graduated from the incubator. He stated that as much as they like to have high occupancy, they really want the businesses to get out of the incubator and ready for business because the economic impact becomes so much greater once they graduate from the incubator.

Zaehringer also distributed the 2015 Greater Green Bay Fact Book which can be seen in the County Board office. He explained that this publication is the first one he had seen during his interview process and he thought it was a terrific publication and this has been sent to site selectors who work with large companies as they evaluate new locations or locations to consolidate operations.

Zaehringer continued that they have also conducted a FAM tour which, in economic development, is a very common practice in bringing in site selectors that work with larger companies that could generate 200 – 300 jobs. He noted that there are four site selectors here and they like to say within 3 – 5 as it is part of relations building and he thinks that this is the first year Advance has participated in a FAM tour. Zaehringer noted that the site selectors provided a helicopter tour to show the area so the infrastructure can be better understood. They also pointed out some of the more fun aspects of the area that relate to quality of life such as Lambeau Field. The FAM tour ended with the site selectors giving their honest feedback about the area. Zaehringer stated that there have been a lot of things that have happened in the short time he has been here and the county seems to know what they have. He noted that the site selectors criticized the state for not spreading the word as to what the area has to offer. Advance will be working on getting the word out about the relationships we have with education and community development organizations.

Zaehringer also mentioned the wage and benefit survey and noted that his employers really like to use this as a tool in bringing talent to the area and keeping talent in the area. The survey links salary information to job descriptions and is helpful to many of the local companies in helping to prevent or fight brain drain and keeping young professionals in the area. Zaehringer is currently working on a number of projects that he believes will have job retention potential of about 600 employees. He noted that he got a new project earlier in the day and thinks it is probably at 464 with an investment potential of about \$56 million dollars. This is good activity to see and Zaehringer noted that some of the projects were direct phone calls to Advance from entities seeking assistance in finding a facility in Wisconsin.

Zaehringer talked about the strategic plan and stated that he wants to create a countywide strategy for economic development. He does not want to come up with a framework and say that he needs support. He noted that he is a very collaborative economic developer by nature and experience and he wants to develop a plan along with the stakeholders in Brown County. He is selecting a firm that has done this kind of work in larger markets and the strategic planning process will start with a fairly long phase of data analysis of existing studies and data that is currently available. The key is that the decisions and recommendations be based on facts and not just wishful thinking. Zaehringer noted that the plan will be created in concert with partners in the educational field and the business community as well as elected officials and community development organizations and the philanthropic community. This will be a big project that Zaehringer hopes to kick off in early 2016 and he anticipates it will last 6 – 10 months before findings are presented. He stated that there will be many focus groups and interviews and he felt that this Committee would be participating in some capacity.

On the second page of the handout, Zaehringler wished to point out the four committees that Advance is staffing. These committees are Airport Development, Port & Rail, Phosphorus, and Waste Stream. Zaehringler is not an expert on all of these committees but he would like to point out that he likes the approach of these committees as they are all inclusive and a collaborative teamwork type of approach to economic development. The handout outlines some of the activities these committees have participated in.

Erickson thanked Zaehringler for his report and stated that Zaehringler could report to the Committee on a quarterly basis.

Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Comments from the Public

Penny Wahlberg – 1226 Smith Street, Green Bay

Cheryl Williams - 1924 Evans Court, Green Bay

Wahlberg and Williams advised the Committee that they are here to talk about the Brown County Community Gardens Program and they provided the committee with a handout, a copy of which is attached. Williams noted that the gardens were established nearly 20 years ago and have run into funding problems within the last 3 years. She advised that it has become increasingly difficult to get grant funding for salary dollars and managing community gardens is no longer in the scope of nutrition education. The community gardens have been run for the past 3 years by volunteers and some VISTA funding. Williams noted that according to a USDA formula, the gardens have produced over \$300,000 worth of produce every year. She noted that 73% of the gardeners are low to moderate income. Typically what they find is that there are representatives of each of the 10 community gardens who step forward to volunteer their time, but they still need a full-time coordinator to keep things going as gardens come and go through development pressure and also to handle the educational aspect.

Penny Wahlberg, a representative of the Olde North Community Garden, addressed the Committee. She referred to the handout which shows all of the statistics of the Community Gardens. She wanted to let the Committee know why the community gardens matter which is shown on the bottom of the handout. Wahlberg stated that the gardens provide improved community physical health and noted that many of the gardeners walk to the gardens. Another benefit of the gardens is increased food security and Wahlberg noted that many of the gardeners depend on the gardens to cut their grocery bills. Another benefit of the gardens is the creation of connected, safe and appealing neighborhoods. Wahlberg has met many of her neighbors by walking back and forth to her garden on a daily basis. Additionally, the garden itself has become a community within the community and the gardeners look out for one another and are becoming friends. Another benefit is better community mental health. Not only is gardening relaxing, the socialization and support of other gardeners can sometimes help in everyday matters. Finally, the gardens provide enhanced community sustainability and beauty. Wahlberg stated that many people grow food because of the flavor, others grow it because they cannot find what they grow in stores and still others grow food for ethnic reasons. She continued that with the majority of gardeners walking to their gardens, the neighborhoods are safer and people are meeting their neighbors. Additionally, the Olde North garden is much more appealing than the empty lot that sat there collecting garbage two years ago.

Williams thanked the county leadership for putting \$15,000 in the budget for community gardens but she noted that there is still a shortfall. She distributed a handout with what they are recommending with regard to the community gardens. The plan being recommended is Plan B and that is the only plan that has full approval and will meet all of the needs. Williams noted that beyond the \$15,000 the gardens will face a shortfall of \$18,551. They want to keep the current staff member they have and will be able to do this with additional funding. It was noted that the current staff member came from Madison with lifelong community garden experience and is very capable. Williams said that through the winter they do a lot of planning. For example, they know if a garden is under development pressure they find additional plats, they soil test and work with land owners to obtain use of land. They also plan things and one of the things that they are planning for is a teen gardening market in the Imperial Lane area. Williams noted they are only asking for funding for the staff position; salary and benefits. They can get numerous grants for program development for things such as tools and sheds. This additional \$18,551 would allow the gardens to be kept on county and private land and also continue through the winter to develop the program. If the City would not want to continue to support the gardens, there has been some discussion as to whether the county could afford to maintain the City community gardens. Williams noted that they have been invited to come to an October 22

presentation for a community development block grant and they will propose that the City support half of the salary for the position. Williams stated that with what is known at this time, they would need the \$18,551 and reiterated that Plan B is the best plan with what information they currently have and that is what they are asking for.

Supervisor Landwehr asked if the position that is being talked about is a full-time year round position and Williams indicated that it was. They use the winter months to develop programming and replace gardens that have garden pressure. Currently there are 10 gardens and they sometimes get offers of land and that land needs to be developed. Williams continued that the City of Green Bay has been hauling compost for no cost. Wahlberg noted that she felt the position is warranted because even though most gardens have a representative, there are times when assistance is needed with vandalism or disputes or other issues. Landwehr stated that he could justify a position during the growing season, but he is having a hard time justifying a year round position. Erickson's understanding was that the position would be utilized for more than strictly the community gardens, but this will be discussed further under the UW Extension budget portion of the meeting. Supervisor Kaster questioned the salary and benefits listed under the "Assumptions" portion of the handout and this will be discussed further during the budget portion. Supervisor Dantine asked where the gardens were located and Williams provided the location of all of the gardens. Supervisor Robinson asked where they would like to expand the gardens as mentioned earlier. Williams responded that they have more space at Imperial Lane and they have also been talking to De Pere for quite a while. She noted that they have been spending their energy looking for grant money, but they want to do a needs assessment of the low income community and target where the gardens go versus people giving them land. She noted that they have to take into consideration the location of gardens and whether they are in walking distance of the truly poor.

Bob Srenaski - 3375 Sonata Drive, Green Bay, Wisconsin

Srenaski advised that he is the past President and a current Board member of the Green Bay Area Retired Mens Club which has almost 300 members. The Club holds weekly meetings downstairs in the Central Library on a weekly basis. They have coffee and sweet rolls in the foyer and then go into the auditorium where they have a speaker. Srenaski continued that they are a growing organization and they are having a problem being accommodated in the foyer. He noted that they average about 150 men at each meeting. They currently do not have a problem with the size of the auditorium, although they do have other problems with the auditorium. They do have size issues with the foyer and it can no longer accommodate the group. He understands that there have been some thoughts relative to expanding that area or doing something with the cloak rooms or meeting rooms. Srenaski continued that at the rate his group is growing they will probably number 200 or more men at their meetings. He stated that the group is enthusiastic supporters of the Library and their bylaws state that in the event the group ever dissolves, any residual funds left in the treasury would go to the Friends of the Library.

In terms of the condition of the auditorium, Srenaski feels that it potential threat to the members, especially since for the most part they are 55+. He noted that some members use walkers and other mobility devices. The carpet is terrible and is even folded up in some places and Srenaski feels it needs to be replaced. He is addressing this at this time with the Committee in hopes that something can be done for both the space available in the foyer as well as fixing the auditorium to alleviate the threat to the welfare of his group.

Betty Kossik, 2346 Browning Road, Green Bay, Wisconsin

Kossik also wished to talk about the auditorium at the Central Library. She noted that she has been using the library the entire time she has resided in Green Bay. She was not aware that the lower level even existed until 2014 when she was working with a group who first used the board rooms for meetings. She noted that her group brought in a speaker for a presentation that was open to the public and that was her first experience with the auditorium. She noted that the auditorium was pretty shabby and she was just happy that the microphone worked. She has since gone to some meetings and training in the Menasha Public Library as well as the Appleton Public Library and she was shocked as to the difference in those facilities compared to Brown County's library. She felt it was like comparing modern facilities to the dark ages. She said that the Menasha Public Library has extremely good services and state-of-the-art rooms. She is currently working with a group that may be looking to use the Brown County Library for meetings and she would love to be able to show a file in the auditorium, but at this time she would be embarrassed to have people there. Kossik stated that the last time she was in the auditorium she wondered how anyone could walk without tripping as the carpet was sticking up several inches in some areas. She would like to see the auditorium remodeled and refurbished as soon as possible, before costs increase any further. She felt it was important to have a space that was nice for the whole community to use and available to everyone in the community.

BUDGET REVIEW

REVIEW OF 2016 DEPARTMENT BUDGETS:

2. Public Works (Highway, County Roads & Bridges, Facility Management) - Review of 2016 department budget.

Interim Public Works Director Paul Fontecchio stated that some of the budget highlights for 2016 include reevaluation of the roads and adjusting the 6 year plan accordingly. The impact of this effort increased the bonding for this year as compared with the 2015 budget by about \$1.1 million dollars. He stated that reprioritizing the roads was one of the biggest initiatives in the budget.

At this time Erickson wished to make an adjustment to the agenda. He indicated that Item 2 will be the last item under the budget portion of the meeting. Director of Administration Chad Weininger indicated that if a closed session is held and then there is a desire to make a budget motion, it should be done during the budget portion, before the budget is passed as a matter of procedure. After discussing this further, it was decided to hear the budget presentation at this time and hold action until after the closed session.

Fontecchio continued that the 6 year CIP was updated to reflect the prioritizing projects. He noted that they went in to that not really knowing fully what that means, and it turns out that they do need to increase spending for a few years to get the roads caught up to the good and fair category and this is reflected in the budget.

The levy amount was reduced this year and the largest piece of that is \$533,000 transferred from a local bridging program. Fontecchio explained that there were a bunch of uncommitted municipal projects and the municipalities wanted their money back out of the pool so Brown County was able to utilize that money as uncommitted money that was out there in a special account. The Highway levy was reduced and the Facilities levy was increased to get a bunch of the facility projects done. There are three parking lots that need work and Fontecchio noted that next year will be a good year to do parking lots. He explained that this year they had a huge year for the asphalt paving plant and next year will be a little slower. Brown County will be able to use their own crews to do the parking lots.

Fontecchio continued that with regard to staffing, they have a little change in the business coordinator and some LTE additional hours as well as a reclassification of a lead highway crew person to a superintendent. Landwehr noted that in the positions and deletions section of the budget book, Page 337, the position is for a highway crew member and he asked why it is now called a lead highway crew. Fontecchio responded that the lead typically receives \$1.00 more per hour. Landwehr noted that this is not a huge difference, but he would like these two figures to match and if a lead highway crew is being eliminated, he would like it shown in the book as a lead highway crew. It was explained that highway crew and lead highway crew are not two separate titles. The title is highway crew and then someone is appointed lead. Landwehr asked how the lead can be paid more if they have the same job title and Weininger noted that that is how it has always been handled.

Kaster noted that the operations manager position jumped in salary from \$72,000 to \$77,000 this year and asked for an explanation. Senior Accountant Sandy Parmer responded that in the 2014 budget, the person vacated from 2014 and they hired a new person in 2015. Kaster noted that the 2015 rate was \$72,171 and in 2016 the budgeted amount is \$77,000 and he asked why this jump occurred. Senior HR Analyst Christina Connell explained that in the 2015 budget there was a specific individual who was at a step one. That individual left and there was a vacancy. When the position was filled, the department head offered the position at a higher rate and this is why the 2016 rate is higher than 2015's rate. Connell further explained that the department head has the ability to offer the position anywhere from step 1 to step 5. The previous individual was at step one and when the new individual was hired the department head wanted to offer a higher rate of pay and offered the position at step 3. Kaster asked how often this happens as he noted something similar in the airport budget as well. Connell responded that higher level management positions, if they have money in their budget and get approval from administration, can offer higher rates of pay.

Supervisor Robinson referenced Page 239 of the budget book where a sizeable decrease in miscellaneous is shown and he asked what that was from. Business Manager Brandy Younger responded that they have a lot of federally funded projects next year where they get 80% from the federal government. She noted that the capital projects flow through the highway operating fund so there will be less flowing through because the state pays for the projects directly. Robinson also mentioned the 17% increase in the cost per signalized county intersection and asked for an explanation. Fontecchio stated that some of

that was the additional money for the brains inside the boxes. He noted that some of the boxes are outdated and are no longer being serviced so they budgeted money to update them when they go.

Sieber noted that in last year's budget they had crack filling positions and he wondered if those positions were in this budget. Fontecchio responded that they have LTEs but they do not have them specifically called out. Younger noted that they get summer help from May to August and now they are adding LTEs to start working 10 hour days in April. Sieber asked if the crack filling was state funded and both Younger and Fontecchio thought it was. Sieber felt the crack filling was important, especially if the state is paying for it.

Sieber also asked Fontecchio to talk about some of the new vehicles and equipment listed on page 245 of the budget book. Fontecchio stated that the vehicles are the ones identified that need to be replaced. Every year there are certain vehicles that need to be replaced. He continued that as equipment gets older they assess it every year. He referenced the engineering truck which is old and has some serious issues and also noted that there is other equipment in a similar condition that needs to be replaced. Landwehr asked why the engineering truck is shown at a cost of \$40,000 and the pickup truck is at \$35,000. Fontecchio noted that the engineering truck will be a SUV as they need enclosed seating as many times they go out with three or four people. Landwehr noted that public safety is budgeting \$29,000 for SUVs and Landwehr would like to know why public safety is less than highway prior to the budget hearing.

With regard to miscellaneous revenue listed in page 249, Sieber noted that in 2015 the budgeted amount was \$60,585 and in 2016 its \$50,000 less and he would like this explained. Younger responded that the \$50,000 was budgeted in 2015 for the miscellaneous revenue from wetland mitigation and they are not anticipating this in 2016. She noted that the other revenue comes from the cell tower.

Kaster asked about the \$50,000 expenses for carpeting. Younger responded that that is a standing item in hopes that carpets can be replaced in the courthouse square buildings as well as the jail and CTC. She noted that last year this figure was increased. It used to be the carpet was done as projects rather than as normal maintenance and last year they added \$50,000 to try to get some materials to get a better price by buying in more stock to continuously updated the carpet in the buildings. Kaster also asked about the jump in sharps disposal and Younger responded that they are already over budget in that category for this year. Landwehr asked how often the sharps contract is bid out and Fontecchio thought it was about every four years. Fontecchio noted that regulations were changed at CTC and he also noted that this is for hazardous waste as well as sharps.

With regard to the costs of sales capital projects, Dantine asked for an explanation of the fluctuation. Younger responded that a lot of that relates to the types of projects they have and there will be a dip in expenses similar to the dips in revenues.

Supervisor Lund had a question regarding the parking lot resurfacing and asked if the figures shown are at what it is expected to bid out at. Fontecchio stated that typically what he does for the estimates is to use the cost for what it would cost the county to do the work which is less than bidding it out. Erickson noted that it is historically considerably cheaper to have the work done by the county.

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to hold the vote on Item 2 until after Item 23. Vote taken. MOTION CARRIED UNANIMOUSLY.

- a. **Resolution Approving New or Deleted Positions during the 2016 Budget Process – Public Works.**

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

3. Register of Deeds - Review of 2016 department budget.

Register of Deeds Cathy Williquette provided the Committee with a handout of her 2016 budget summary, a copy of which is attached. One of the new initiatives for 2016 is disaster recovery/business continuity plan. She noted that she has been contacted by the document management vendor that currently has custody of images back to 1962 to let her know that they

could provide offsite storage and safe backup of real estate documents. Williquette received a proposal and felt the price was fair and the solution was good and for \$11,000 per year real estate images back to 1962 could be stored offsite.

The second initiative Williquette talked about was electronic return of real estate documents. She noted that right now if a document is recorded electronically it is automatically returned electronically. The same document management vendor she spoke of earlier has a solution where if recording is done on paper it is returned on paper. They have a pickup window for larger title companies but this initiative would provide the option to get the documents back electronically and then paper would be shredded which would save postage costs. Williquette continued that there was a new law as of October 1, 2015 that affects lenders and they are penalized if documents are not recorded with the Register of Deeds within a certain number of days of closing. This initiative would help them get their documents back faster and Williquette noted that it would be an option that can be chosen, however, if paper documents are requested, they will be provided. She noted that there is no cost to the user but there would be savings in postage.

The final initiative Williquette talked about is with regard to a rental weatherization agent. She noted that Wisconsin has a weatherization program that went into effect in the 1990s and it was designed to be sure that landlords were keeping their rental properties up to code so that tenants were not paying exorbitant amounts for heating bills. Every time there is a rental property that changes hands it has to be inspected and the new owner can stipulate that they will bring it up to code within a year or they can live in the property or they can file a waiver which means the property will be destroyed. When the program first developed, most Register of Deeds signed up to be agents. Williquette was going to do this, but at the time the Housing Allowance Office Director approached her and said that he wanted to be the agent because they received a fee every time one of these documents is authorized and recorded. The program has been going downhill with the Housing Allowance and Williquette's office has received a number of complaints on this. She called the State to ask if she can become an agent and she was advised that she could. She would be offering the service for those who chose to come to her office rather than the Housing Allowance to get the certificate and she noted that it would be more convenient to come to her office to get it down because they could record it right away and the Register of Deeds would receive a \$30.00 authorization fee. Several employees of her office would be deemed agents for the program and this would provide a convenience for the customers. Sieber asked how people would be advised that the Register of Deeds can provide this service and Williquette responded that when property changes hands at the closing, the new owner will be advised where they can go for this certifications. She also noted that she intends to update the Register of Deeds website to include information on this.

With regard to revenues, Williquette indicated that the \$30 fee talked about in the previous paragraph would be a new fee for next year. Also, the Register of Deeds will now be providing tax bills from previous years because the Treasurer's machine to read the microfilm that the older tax bills are on broke and the Treasurer asked the Register of Deeds to take this over. Williquette noted that she is charging \$5.00 for customers to get copies of tax bills from 1992 – 2004 which is the same amount that the Treasurer charged. She also expects to receive \$14,000 for a new program that was implemented last year from the sale of real estate documents to data transfer and it appears that based on the documents the company wants a revenue of \$14,000 will be reflected. Finally, Williquette anticipates recording 45,000 documents in 2016. The transfer fees are currently exceeding budget by about \$165,000 and this is due to the increase in value of home sales and she also noted that there were a large number of commercial property transfers in 2015. Transfer fees for 2016 should come in higher than 2015 figures.

Williquette continued that some of the job titles in her office will be changed to better reflect the job duties. She noted that the Clerk Typist II will become Vital Records Specialists and they also have a Clerk Typist III who will be called a Real Estate Specialist and another Clerk Typist III will be designated as a Records Specialist. There is no increase in wages for any of these positions. There is nothing significant with regard to operating expenses, but Williquette noted that supplies went down \$255 due to using fewer replacement cartridges and she hopes to see a savings of \$1,800 with the implementation of electronic return of documents. She also noted that dues and memberships went down \$60. There are no significant chargebacks and no outlay. Additionally, the contracted services are \$11,000 to pay for the safekeeping of documents offset.

Motion made by Supervisor Landwehr, seconded by Supervisor Kaster to forward the Register of Deeds budget on to full County Board. Vote taken. MOTION CARRIED UNANIMOUSLY.

4. **Planning & Land Services (Land Information, Planning Commission, Property Listing & Zoning)**
- Review of 2016 department budgets.

Planning Director Chuck Lamine referenced the summary that was included in the agenda packet. He noted that in terms of new initiatives, one of the things he is trying to do is receive in-kind payments from other departments they are doing work for. Another new initiative that has been identified for 2016 is to conduct a rural specialized transportation needs study. Lamine continued that the ADRC and Curative Connections have received some additional funds to provide state specialized transportation services into the rural area and they have asked Planning to come up with a strategy to make it as efficient as possible and do some outreach and talk to people in the community to find out what the needs are, including where to locate facilities, what services are needed and what kind of places people trying to get to, whether it be medical, shopping, etc. Services would be geared to individuals 65 and older or those identified as having a qualified disability. This is the primary new initiative for next year.

With regard to staffing, Lamine stated that they have continued for a second year to leave the GIS technician position unfunded and they are able to do this due to a reduction in land records modernization revenue associated with some of the downturn and recording activity in the Register of Deeds office. Lamine is hopeful that the fund bounces back next year and the Executive has put some funds in this year to get them to the goal of having a fully funded program for 2017.

In terms of revenues, this is the first budget in Lamine's 20 years that they have increased the levy for the department. It is appreciated and he felt they have been doing a great job of using outside revenues. As far as grant revenue is concerned, in addition to the federal transportation planning grant of \$301,286 for the year, they are also going to be applying for an initial \$15,000 coastal management grant as they are seeing additional people using boats and fishing on the Bay and lower Fox River. When weather gets bad in a hurry and there are a number of people trying to get to the relatively few number of safe harbors in Brown County it can get pretty bad. They are looking at doing an evaluation of what other options there are for additional boat launches going into the future and the grant will help with this. This study would then put the county in a position to apply for additional coastal management grants to actually put some facilities in place. This grant would be a first step towards that and it is a two year process. Erickson said that Bay Shore is the only safe harbor on that side of the Bay for miles, other than trying to get to the mouth of the Fox River or head north to Chaudoirs. He felt that the safe harbor at Bay Shore is too small to harbor any amount of boats and asked Lamine if he would be recommending making that area larger. Lamine responded that one of the things they will be looking at is what are the existing facilities and what are the capabilities as well as what funding sources may be available. They will be looking for opportunities and potential in several different areas such as the old Eagles Nest and Communiversity Park and will also consider both expansion and new facilities and identifying where there is public land that already exists on the Bay shore.

Lamine continued that with regard to state grant revenue, there is a minor reduction of \$5,000 due to reduction of a DNR Water Quality grant for service area planning. Intergovernmental charges show a reduction of \$15,901 and Lamine indicated that they do a lot of contracts and planning work for the municipalities within the County and some of the revenues have gone down. They will still be doing work for the Village of Wrightstown's comprehensive plan as well as starting a comprehensive plan for Pulaski. Lamine spoke of intra-county charges and noted that last year there were some funds that came from the Highway Department for some survey work they did for a highway project which they will not have this year, but it not a problem because there is a lot of work to be done in-house as well. On the flip side, there has been a request from the Parks Department to update the open space and recreation plan and they had some funds set aside for that project and rather than Parks going out and hiring a consultant, Planning will assist with that project and some of the funds from Parks will be transferred to Planning.

Lamine also talked about the transfer in wages and stated that as discussed at the last meeting, historically they had been drawing from the Land Information Modernization Fund to subsidize the cost of the property listing staff. For years they have been saying it is not a sustainable fund and this was proven several years ago and the position was unfunded. Lamine indicated that they had been asking if there was potential to shift more of the levy funds towards the property listing function and the Executive has included in his budget a process to get there over a couple of years. This is a big step and will help recover the fund quicker and hopefully get the GIS technician position filled sooner.

With regard to expenditures, Lamine stated that their vehicles are getting old and they have increased maintenance by \$3,300. They currently have a 1999 truck as well as two 2002s and a 2000. Indirect costs show an increase of \$23,402 which is a chargeback from the Department of Administration for the CDBG Housing program. Planning does a lot of purchase orders for homes they are rehabbing and there is a formula as to what is paid to DOA. This increase is offset completely by the block grant funds so there is no levy impact. Lamine continued that during his update at the last meeting he hinted that regarding the development at the County farm property, one of the things they are trying to do is get the research and business park moving forward. They have also been successful in getting the certified site for the Airport property with Wisconsin Economic Development Corporation and \$50,000 has been included in the budget to go out and get some consultant help to start reaching out to businesses and marketing the properties and start recruiting efforts to try to get some sales to occur on the research park property and some leases on the airport property.

With regard to the land records modernization, Lamine already mentioned leaving the GIS technical position vacant. He stated that he has received some good information from the state and they have included an additional \$50,000 to be used for survey monumentation work by the Property Listing Division.

With regard to the \$50,000 for contracted services, Erickson noted that this was for funding for an outside economic development professional to assist marketing and development of Brown County owned land and asked if the funds will be used to assist our staff or if a consultant will be doing the marketing. Lamine responded that it will probably be a collaborative effort moving forward. He continued that there has been a lot of work done internally in getting the vision set up, but they do not have staff time to really focus on the marketing and sales. This would be done working in concert with his office, the Executive's Office and Advance, etc.

Robinson referred to the property tax line on page 220 of the budget book and noted that there was an increase of \$133,096 of the general levy and noted that Lamine indicated in his summary that the increase was \$135,000 and asked why there was a discrepancy. Lamine responded that he works off of three sub-budgets but from what he recalled, it was \$50,000 for the contracted positions, \$62,800 for the assistance in terms of property listing and getting that off the LIO fund and the rest is from overall costs and chargebacks that existed in the budget for which he was given an allocation of additional levy funds. Robinson also asked about an increase of \$133,000 in the levy, but then if you go down to addition to the fund balance, it looks like \$89,023 is being put back into the fund balance and he asked for clarification of this. Weininger responded that if you look at "addition to" and "fund balance" on Page 220, "use of" is in parentheses which means that fund balance was used. This is simply revenues are greater than expenditures and this is helping rebuild the PALS fund balance that Lamine spoke of earlier. Robinson felt this was an inconsistent use of the fund balance and he asked if any of this comes out of the general fund. Robinson stated that for future reference that should be labeled as to what it is for. Weininger stated that after this budget process has been completed, administration is going to reach out to a number of supervisors to revamp the budget book and also look at some of the reports that are provided to the Board just to make things more clear and transparent for the public.

Robinson also asked about the performance measures and the levy cost per parcel to development assessment data which went up 58 cents, but it is listed as a 1.2% budget change and he wondered what that represented. Lamine responded that it was a 20% increase but it reflects the extra \$62,800 that was put in of levy dollars rather than when we were subsidizing from the LIO. This reflects the levy cost per parcel but they allocated more levy dollars towards the program and that is why it is increased.

Van Dyck asked if there have been meetings with the City of Green Bay with regard to putting the property he spoke about earlier in a TIF. Lamine stated that there have been conversations with the City regarding a TIF. They also had a workshop which brought in several people who had developed research parks around the nation and it was encouraged very strongly not to do that because if you get so dependent on the TIF, the focus becomes specifically on generating the ability to repay debt associated with the development rather than staying true to the focus of actually creating a research park. Lamine stated that the feeling was instead of doing a TIF, to take small incremental steps and do a pay as you go development so as not to become a slave to the TIF. Van Dyck felt that ruling out a TIF would put the County at a huge disadvantage.

County Executive Troy Streckenbach added that the economic development for the City of Green Bay really helped with the plan for the research park after doing a lot of research and it is his hope that as the city continues to work on their University

plans and as the county continues to move forward with UWGB and others that eventually they get on the same page and expand the TIF.

Van Dyck asked if the \$25,000 inter-company charge with the Parks Department to update the open space and recreation plan includes all of the recreational facilities for the entire county, including City owned and Village owned properties. Lamine stated that it will include an inventory of municipally owned facilities, but it focuses more on county owned property and existing and future needs. Additionally, most municipalities within the county have their own open space and recreation plans and the county has assisted with many of them. Van Dyck said that unlike many years ago, there has been a significant number of parks that have been developed by towns and villages and typically in the past it had been the county's job to put parks in the rural communities whereas now the rural communities are taking care of this themselves and they charge a lot of money to developers to build up funds and he does not necessarily think the county needs to be in the expansion business any longer.

Landwehr asked where a listing of fund balances could be seen. Weininger responded that that is something the Internal Auditor has and Robinson noted that he has been talking about this for three years to get the fund balances pinned down. Weininger said that that is one of the things that he wants to work on after the budget and he felt there was some good information in the budget and there is other information that is confusing and he would like to streamline this to make the data that the supervisors want easy to see. Landwehr would like to get a list of the fund balances before the budget hearing if possible.

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to forward the PALS budget on to the full County Board. Vote taken. MOTION CARRIED UNANIMOUSLY.

5. Port and Resource Recovery - Review of 2016 department budget.

Port & Resource Recovery Director Dean Haen provided the Committee with a Memorandum regarding his department's budget, a copy of which is attached. Haen noted that this memo is also presented to the Solid Waste Board and Harbor Commission and he also uses it to communicate with the municipalities and port users after the budget is approved. He noted that there are a number of cost centers in his department including Port, Harbor Fee, Harbor 217, Waste Transfer Station, Gas-To-Energy, Household Hazardous Waste, Recycling, Closure and General Office.

Haen continued by summarizing the major changes to the budget. On the solid waste side, which is the largest portion of the budget, he noted that the contracts are in place and the CPI index from June to June had a zero increase and there is no proposal to increase tipping fees for contracted customers, however, there is a proposal to increase the gate rate by \$1. The gate rate is for customers that have no obligation to the county for waste and the contracted customers are those customers who want to dedicate a certain tonnage to the transfer station and the preferred customers are either large private companies or municipalities.

Haen continued that they have direct delivery customers, including some of the municipalities that are closer to Outagamie County than to the transfer station on West Mason Street and those municipalities go directly to the landfill and the rates there will be going up by \$1. These municipalities are Denmark, New Denmark and Village of Wrightstown.

With regard to hours of operation, Haen looked at this and noted that they continue to have a lot of small vehicle use which causes the speed of transactions to be troubling as well as queuing of vehicles and getting out onto Highway 54. They are not proposing any changes to the hours of operation at this point, but they will continue to look at this and may consider extended Wednesday night services for residents and possibly opening up a little earlier on Monday mornings for commercial customers. They will look at the trade off to see if they will get extra waste to pay for the labor time of being open. At a minimum, Haen indicated they will be increasing their minimum delivery an additional \$1 from \$13 to \$14.

Haen continued that a lot of their transactions will be changing. For instances, they used to take large non-freon containing appliances for no fee, but he noted that people still have to get in line and the scale operator still has to do a transaction so they will now be charging a \$5.00 fee for those transactions. Dantine asked if charge cards are accepted and Haen noted that they do accept charge cards, but they do have to pay credit card fees for the transactions. They get credit cards on a

daily basis and they do not accept cash. People pay by either charging or on account. Haen estimated they pay about \$10,000 - \$15,000 for credit card transactions.

With regard to the recycling area, Haen noted that this year has been quite unique and since they have opened their BOW recycling facility they have been able to pay the communities. The commodity market substantially decreased in 2015 and what they are proposing for next year is a \$20 per ton charge for recycling. He noted that market conditions have been steadily depressed since April or May, although they seem to be holding steady at this time. Other changes in recycling include putting in a recycling compactor that was dedicated earlier in the day and will result in a savings of about \$100,000 that will be fully realized in 2016. They started using the compactor last month and there will be a payoff in less than five years. Additionally, the recycling facility as a whole will now have exceeded 100,000 tons and should the commodity market come back, the county will benefit from sale of additional tonnage going through the expanded facility. Sieber questioned the recycling fees and asked when they go negative, what happens. Haen noted that they are still buying them, but they have to pay to haul it which is a cost and they also have to pay to run it through the facility where there is a processing cost. The processing cost is about \$60 and hauling is \$10. He also noted that in some commodities aluminum is very valuable at \$1400 a ton, but glass is a negative. Everything is being sold, just at depressed values.

Haen continued that the biggest area of change is in Household Hazardous Waste and they continue to deal with non-regulated waste at HHW. This waste includes things like lightbulbs, waste oil, fire extinguishers and electronics and they are proposing to put those all at a charge. They do already charge 20 cents per pound for electronics and they are proposing an increase to 25 cents per pound. Residents are able to deliver up to 10 light bulbs for free and then they charge after that, but they have been taking everything else at no charge. Haen noted that there are other places people can go with these items and if they choose to bring them to HHW, there is a cost to manage that. Erickson asked if HHW does anything with sharps. Haen noted that there are receptacles for sharps in the restrooms of all county buildings. Erickson noted the increase in the sharps contract with Facilities and is wondering if there is any cooperative effort that can be made to work with Facilities on this. Haen said this is something that could be looked into further but he noted that they are in a shared partnership with the Health Department and the hospitals.

With regard to the Port Area, one of the two major initiatives for next year is to close the CAT Island project. They need to get a project cooperative agreement with the Corp and this should be coming in this fall to amend the original one. They will then get the final invoice for the project which can be submitted to the State for reimbursement. Haen noted that the state grant expires on December 31 and as of now it looks like this can be taken care of by then.

The other initiative in 2016 is Renard Island. Haen is hopeful to have the maintenance easement in place and lake bed grant in this fall's legislature or over the winter and then ownership will transfer and community discussions will begin on what to do with Renard Island. Sieber asked who the point person will be to collect community feedback on Renard Island and if there is a plan in place on how this will happen. Haen responded that they have been focused on the ownership transfer and they need the permeant easements in place and have the lakebed grant. There will also be a lot of effort with the Corp to make the transfer with approval and documents and he expects this to take 6 – 9 months.

A question was asked with regard to Page 231 of the budget book in that household hazardous waste has been declining every year and whether that was due to generation of less hazardous waste, or people taking their waste somewhere else or hanging on to it. Haen responded that they started charging for latex paint because there are other ways to get rid of it and they are encouraging people to dry out their paint. The biggest change is with regard to electronics. He noted that there are a lot of electronic collections by municipalities as well as organizations such as Boy Scouts and Girl Scouts and they are all after the computers and more valuable electronics. In 2010 and 2011 they got everything in, but now most of what they get is the bulk TVs. They no longer see much computer equipment coming into HHW.

Sieber asked for an explanation of the Harbor 217 fund on Page 232, the unrestricted funds negative balance. Haen explained that the Corp started dredging this week. Dredge material is going to go by Bay port and there will be revenue coming into the port, and then in next year's budget there will be work at Bay port and there will not be any revenue. The Corp uses CAT Island one year and Bay port the next. There will be shown revenue one year and an expense the next year.

Sieber noted that material management expenditures on Page 235 went from \$912 in 2014 to \$45,000 this year and asked for an explanation. Haen responded that materials management was when they were going to empty a cell, there are other costs associated. He noted that there are highway chargebacks and highway does most of the material management work but there are other costs. The biggest expense this next year is buying crane mats so the highway department can travel across surface of the dredge material. Haen thought the crane mats have been recently ordered but will not be delivered/paid for until next year.

Sieber also noted that interest in Page 236 goes from \$391,000 in the 2015 budget to \$180,000 this year and he thought that changes had been made in the treasury to keep more interest money and he is curious why there is a reduction. Haen said that they are doing better on their interest and indications show that they will be turning about 2% instead of where they were at 1%, but he thought that what Sieber was referring to was with regard to unrealized gains and changes and market values. Finance Director Dave Ehlinger explained that the 2015 estimated column is what is being estimated for the current year so the budgeted amount is in the same ballpark. Even though an investment firm is being used, there is no market out there for investment earnings. Ehlinger continued that if you look one item down, there is unrealized gain or loss interest and they have started to separate that out. Current accounting rules say that value of investments have to be listed as if they were going to be sold that day so sometimes there is a gain and sometimes there is a loss, depending on how long the investments have been kept. Ehlinger continued that over the course of time, because we keep our investments, that will be a zero when you average everything in. However if you are looking at a one-time basis you could have a gain or a loss and that is why these amounts are separated out into a different account. Sieber stated that what he sees is that in 2014 \$500,000 was made in interest and in 2015 \$183,00 was made, even though we were supposed to making 2% instead of 1%. Ehlinger responded that there are two components of that amount in 2014. The first is the investment interest which is approximately the \$180,000, give or take assuming that we have the same market interest rates. The second component of the \$180,000 is the mark to market adjustment so in 2014 an educated guess is that we had a gain because the value of the investments was going up. If we look in the prior year we would probably see a loss because the value of the investments was going down. This is a timing difference. Sieber asked if he could get a breakdown of this line item and Ehlinger noted that he could get that and provide it. Sieber asked if the other \$300,000 was reflected anywhere or if it just disappears. Ehlinger responded that the other side of the accounting entry would be on the balance sheet increasing or decreasing the value of the investment. There are two separate documents, one shows the income statement, revenues and expenses and the other side is the balance sheet which, similar to the fund balance, does not appear in this document. He will get the breakdown of the \$478,000 to Sieber. Haen noted that the interest is only if the investment is sold. Kaster noted that this is a huge difference and Landwehr noted that if they get the fund balance documents they talked about earlier it could explain a lot.

Ehlinger continued that the fund balance is only a portion of the balance sheet. The balance sheet contains assets, liabilities and fund balance and the investment part of the assets. Sieber asked for clarification on the claims subrogation recovery for \$100,000 on Page 237. Haen responded that he put that in there for the reason of not knowing where they would end up with Fox River Fiber. He noted that they filed a claim in the spring and the ability to legally put into the claim expired in October so there will be no activity, but Haen was preparing for the worst in the event we would have had to go to Court.

With regard to the fees for the non-freon appliances and batteries, Van Dyck is assuming that part of the thought process is trying to change behavior. He is not for over-feeing people by any means, but he felt that the \$1 fee might not even really be worth running the transaction for. He felt that if the fee was an attempt to change behavior, the fee should be more in the area of \$5. Haen explained that many times when a vehicle shows up at the transfer station, they will have a number of items such as batteries, carpet, appliances, garbage, etc. They typically do not make a trip for one item only. The charges are intended to cover the cost, including the transaction fees and although he appreciates Van Dyck's comments, he felt comfortable that the \$1 is palatable and is a good place to start. Streckenbach added that overall the recycling program is designed to encourage recycling and be offset by the revenues made to remove barriers to recycle so items do not turn up in waterways and landfills.

Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to forward the Port & Resource Recovery budget on to the full County Board. Vote taken. MOTION CARRIED UNANIMOUSLY.

6. **Airport - Review of 2016 department budget.**

Airport Director Tom Miller provided the Committee with 2016 budget highlights, a copy of which is attached. He noted that during the course of 2015, the airport administrative staff, with the assistance of a financial consulting firm, has been able to negotiate airline leases which will generate addition revenue for the airport, while at the same time keeping airport costs competitive with other airports in the region and keeping the facility attractive for potential increase in air service. Budgeted expenses for 2016 have been reduced slightly compared to 2015. Finally, while the airport's strategic plan projects continued reductions in the fund balance until 2019, the proposed 2016 budget anticipates a \$296,244 positive contribution to the account for the first time since 2009.

Miller continued that airport highlights include passenger enplanements to be flat for the remainder of 2015 and up slightly for 2016. In addition, landing fees generated through negotiations with the airlines will generate about \$100,000 in revenue. Further, landing fees will generate about \$539,000 and concession revenue, including the gift shops, restaurants and rental cars will increase revenue by about \$250,000. Miller continued that overall expenses decreased by about 1% and several areas where costs increased were equipment non-outlay which contains a number of items which have been deferred over the past several years but need to be acquired. The largest single cost item is the acquisition of 3 AEDs to be strategically placed through the passenger terminal at a cost of about \$5,400. Miller also noted that grounds maintenance has increased due to demolition of the old flight services station facility at an estimated cost of \$60,000.

Additionally, phone expense is expected to increase in 2016 due to the installation of additional phones in the US Customs facility. Miller also noted that several accounts experienced significant declines including building repairs and maintenance as a roof replacement in 2015 was completed and will not re-occur in 2016. Additionally, equipment repairs also decreased as an upgrade to the access control system was completed in 2015. Miller also expects to see a reduction in the natural gas costs compared to the 2015 budget.

With regard to capital outlay, Miller noted that a 20 year old farm tractor and a bat wing mower are expected to cost just shy of \$100,000. Also, a new paint sprayer at a cost of \$27,000 will make airfield striping operations more efficient. Additionally, bond payments come from a schedule to reduce debt which will be fully paid off by 2024 and finally, the airport/county share of state and federal projects listed in the approved CIP is \$288,736. Miller noted that if the grant dollars do not become available during the year, the project would be delayed.

Miller also provided the Committee with a copy of an e-mail with regard to modifying the salary summary for the assistant airport director position. That position became vacant in February. A number of interviews were conducted and the field was narrowed to several strong candidates. Miller has worked with HR and the County Executive to get the \$81,654 salary approved and this is what was offered to and accepted by the candidate.

Landwehr asked about the paint sprayer for \$27,000 and asked if the Highway Department would have similar equipment that could be borrowed. Miller stated that what he needs is much, much smaller than what the Highway Department has. He continued that the Highway's equipment is designed to do miles and miles and miles of striping while what he needs is something to do a smaller area, but also to do things like diagonal striping which highway equipment would not be able to do. Miller estimated the life expectancy of a new sprayer to be about 10 years.

Sieber referenced Page 209 and the technical service consultant for \$70,000. Miller stated that that is the engineering firm that they go through hired by the state to do consulting work for the Airport. This work typically consists of small jobs such as laying out the stripes for parking positions for aircraft at the gate and determining the height of particular buildings to make sure that site lines are maintained. This is a nominal amount and Miller said they get a lot of service from them. The state hires the consultant to do the bulk of the work on major projects, but their knowledge and expertise base on the airport is so valuable that to go out and hire another consulting firm would necessitate a great deal of educational work. Parmer noted that this is the same amount as was budgeted last year.

Sieber also asked Miller to touch on the master plan rate and airline analysis. Miller responded that this past year they did the airline lease negotiations and as part of the lease provisions, the airlines have guaranteed the airport a certain amount of revenue, regardless of whether 100,000 passengers go through the airport or 500,000 passengers go through the airport. There is a reconciliation process that they have not had to do in the past so as part of the work that was done to help get there in the first place, Miller is going to have him help with the reconciliation at the end of the year. Miller continued that

the broker fees listed are for lease arrangements that are developed on some of the land and noted that they will be paying a brokerage fee for a new tenant that has taken over one of the old FAA buildings at the airport last month.

Sieber referenced the fund balance on Page 210 of \$5.8 million dollars and asked for a brief history. Miller responded that back about 9 years ago there was \$10 million dollars in the fund balance and as result of the economy and the consideration for airlines and reduction of passenger, they have been eating into the fund balance and it has come down to \$5.2 million dollars. At the end of 2015 Miller thinks the balance will be down a little more but expected to see a positive increase in the fund balance after that and noted that this fund balance is restricted for airport use only.

With regard to supplies on Page 211, the 2014 amount was \$60,000 and the proposed amount for 2016 is \$112,000 and the supplies – cleaning and household has increased from \$45,000 to \$65,000. Miller explained that some of the former security regulations did not require a background check being done on every employee whose ID badge expires until this year. Once the check had been done in the past, there was no requirement for another background check. The TSA now requires a background check be done on every employee every two years and the cost for this service has been added under supplies.

Kaster asked for more information on the assistant airport director position. Miller stated that the salary was not included in the ad for the position and they interviewed about 6 candidates and narrowed the field down to 3. Of the 3, one of the candidates was eliminated because the individual stated he wanted a salary in excess of what the airport could offer. The other two candidates were within the pay range and Miller felt the candidate selected was more qualified and would do a better job than the other and the salary that they were able to get him to take the position was still within the pay range at \$81,000. Kaster noted that the assistant salary is very close to the director's salary. Supervisor Lund asked if the new candidate would be eligible for any pay increase next year and Miller responded that his understanding is that the candidate would not be eligible for pay increases in 2015. Weininger noted that the candidate will be starting on November 9, 2015 and come January 1, 2016 he would be eligible for what is in the budget for the COLA increase and the County Executive is also proposing a 1.6% salary increase and another .4% to be put through the HR pay matrix so the assistant would be eligible for the full 2% in 2016. Everyone who is employed as of January 1, 2016 is eligible for the 2016 increases, but not for any increases in 2015. Streckenbach added that if the assistant director is employed as of January 1, 2016, he is eligible to the pay increase available to employees in 2016. Connell explained for 2015 the way that the increase occurs was that any employee that was hired by January 1, 2015, no matter when the hire date was, got the 1.5% increase. This would be no different in 2016; no matter when an employee is employed, as long as they were employed as of January 1, 2016 they would be given the increase. Kaster asked if the candidate is so much better than the last person to warrant paying him \$10,000 more? He does not understand why this keeps happening.

Streckenbach stated that the step increases have been frozen since 2002 for management. He continued that we are losing management and Kaster asked if managers are leaving purely because of the pay. Streckenbach said he would not say that they are leaving purely because of pay. Streckenbach continued that the market has depression issues and we should be happy to get the candidate that we got. The labor market is being challenged. Miller noted that the candidate turned down another job two days after accepting the offer by Brown County. Streckenbach urged the Committee to look not only at this one isolated spot, but to look at the county overall. Kaster realized that but felt this was quite a span. Streckenbach said he does not see this changing anytime soon and unfortunately the county continues to lose people. Streckenbach stated that the county is not competitive when it comes to management. Weininger stated that the options in moving forward would be to go ahead and approve it as is, or approve it without the salary increase. The reason this is adjusted to each position is so the whole scale moves. Weininger noted that in theory the Committee could approve the position without the 2% going into 2016.

Erickson commented that he agrees with Streckenbach on this in that positions are being approved every month at the County Board that are all going to get a 1% raise on January 1. This is the way the program works and Erickson is not saying it is good or bad. He thought at one point there was a policy that an employee had to be employed for a certain amount of time before they were eligible for a raise. Streckenbach replied that in the 2014 budget there were a lot of caveats on the pay increase, but that was the only year that the restrictions applied. The second piece of it according to Streckenbach is that the old contract language of previous years had stipulations on this. This is a little different as it applies to a salaried employee. Erickson felt we passed the rules and this is where we need to sit. He will agree with it at this point.

Robinson asked if there is a mechanism in the salary system that allows the county to put that kind of jump into a salary for someone who is already working for the county because if the case is being made that people are leaving in large part because of salary, it does not make sense to him to add \$11,000 to the salary. Streckenbach stated that under the class and comp the Board created some flexibility in the range. Previously, once a person came into the system steps were frozen and pay increases were not able to be given without coming back to the County Board. Right now he is being asked about why this is being done and he noted that there has been a long standing policy and the challenge is if he goes out and champions for an employee, there will be others looking for the same treatment. Streckenbach continued that when there was flexibility, the County Board then put constraints on it to where anytime the table of organization changes the Board had to approve it. What administration has been doing in terms of moving through the system is making sure that the departments can afford the increases. The current comp and class that the Board passed allows the flexibility in a range and the fear is what happens when the gate is opened. Streckenbach stated that they are not sure how to do this and unfortunately what happens is that people get a job offer elsewhere and come forward and are told that the County is sorry but they cannot open up the can. Robinson felt it would be interesting to put a dollar figure on the cost to do a search on what is lost in a changeover for new employees.

Robinson reference Page 207 and the line designated as "other financing sources" and noted there is an increase of almost 50%. In the next few pages it looks to be a capital contribution. Miller responded that that is the amount of money he anticipates receiving in grant dollars next year from the state and federal government. This fluctuates from year to year and Miller noted that they had a project which was supposed to take place this year but because the FAA delayed the review of the plans, most of the work will not take place until next year so those grant dollars will not be utilized until 2016. Additionally, Miller stated that there should be another grant from the FAA next year so the numbers are somewhat inflated for 2016. If you look at what is anticipated for the year end of 2015 it should be less than what was budgeted for. Robinson continued that there is an increase of \$2.1 million dollars in revenue sources for these grants and there is also a \$2.9 million dollar increase into the fund balance as revenue and therefore it looks like most of the grants are going into the fund balance to cover capital projects. Miller responded that at least some of that is bond payments. Robinson said it looks like 2/3 of the grant money is going towards bonding. Miller disagreed and said that the grant dollars are actually administered by the state and they work the contracts and manage the contracts. When the asset is completed, then it is turned over to the county, but during the course of the project they provide us with financial documentation as to how many grant dollars have been spent. Miller stated that there is a statement of funds that shows that in 2015 they will be using \$245,000 out of the fund balance and then in 2016 they will be contributing about \$296,000 to the fund balance. Robinson understood, but directed a comment to Weininger and Streckenbach that this looks weird. Streckenbach noted that that is the way the budget has been done for 10 years. Van Dyck responded that that needs to be changed because anyone looking at this would assume that it is a change in the balance of a fund. He understands it may be right from an accounting perspective, but for anyone reading the book it would be very misleading and should be changed. Streckenbach responded that he is looking forward to revamping the budget book to be a better document. Miller noted that the capital contributions show up in the operating statement under revenue. Robinson stated it looks like it shows up on the revenue but not the expenses. Weininger asked everyone to take notes about what they do not like about the format of the budget book and he will then hold meetings to address the suggested changes.

Back on the issue of the raises discussed earlier, Van Dyck felt a good look needs to be taken at the process because if you hire someone on December 15 at an established wage, giving them a pay increase two weeks later makes no sense whatsoever. He realizes that this may be how it was done in the past without much attention being given to it, but he felt there needs to be a better cutoff.

Van Dyck asked what the use of cash on grant amortization means as shown on Page 210. Parmer responded that it not tangible. State and federal funding is recorded as the project goes along and it has to be recorded as revenue. In this formula it has to come out. Depreciation goes in and contributed capital has to go out and offset each other.

Sieber asked if the wage range for the airport director was available. Information provided to him showed the current salary to be \$40.28 and the midpoint is supposed to be \$46.84. Sieber felt that if the director is making \$84,000 a year and the assistant is making \$81,000, there is a problem. Sieber thought the whole point of the class and comp study was to figure out where everybody should be. He realized that there is not a plan in place to get everyone where they should be, but he felt that if we are paying the assistants \$2,500 less than the directors there will be a problem and he felt that this should be taken

care of now. He felt that being an enterprise fund makes the airport different in that the fund is expected to grow by \$296,000 next year and there is not levy dollars to take care of the specific issue right now.

Motion made by Supervisor Sieber, seconded by Supervisor Erickson to increase the Airport Director's salary from \$40.28/hour to \$46.84/hour (midpoint of the salary structure) for a total increase in salary and fringe of \$15,738. Vote taken. Nay: Kaster, Landwehr. MOTION CARRIED 3 to 2.

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to increase the Assistant Airport Director salary from \$71,628 to \$81,654 with fringe of \$22,233 for a total of \$103,887 (increase of \$11,521). Vote taken. MOTION CARRIED UNANIMOUSLY.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to move the airport budget as amended on to the full County Board. Vote taken. MOTION CARRIED UNANIMOUSLY.

a. Resolution Approving New or Deleted Positions during the 2016 Budget Process – Airport.

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

7. U.W. Extension - Review of 2016 department budget.

UW Extension Director Judy Knudsen stated that the Extension's new initiatives for 2016 include financial literacy education, garden to table and science, technology, engineering and math (STEM).

The financial literacy education will be for youth and adults and the focus of the initiative is to help county residents meet future needs while keeping pace with day to day expenses and addressing the basics of earning, spending, saving and investing.

The garden to table initiative was introduced as part of the 2015 budget and work will continue in 2016. The focus of the initiative is to provide education to people of all ages on how to grow, preserve and prepare healthy, culturally appropriate food.

The STEM initiative is due to an increase in demand for STEM educational programs for county youth and will provide programs in progression of levels as youth gain more skills. Workshops will be offered throughout the year on STEM topics and opportunities will be available for young people to develop ideas.

Knudsen continued that the increase in outlay is due to a one time expenditure for a greenhouse to be located at the AG and Extension Service Center that can be used to expand the number of classes and will also provide the opportunity to raise plants for community gardens and master gardener service projects. It is also intended to use the greenhouse for training and staff is looking at replicating a program that is being done by the Racine County Extension Office where they train high functioning individuals with cognitive or physical disabilities to work in greenhouses. Knudsen noted that there are a number of commercial greenhouses in the area that do not have a sufficient labor source and this program has been very successful in Racine County.

The increase in regular earnings is due to reclassification of two Secretary III positions from a .4 FTE to a .5 FTE and accompanying fringe benefits offsetting the decrease in earnings from a reclassification of a Secretary II from .65 to .5 FTE position. The budget also includes \$15,000 to support the community gardener position as interest in urban agriculture continues to grow.

Erickson asked Knudsen to expand on what was discussed earlier in the meeting with regard to the community garden coordinator position as it was his understanding that there are some ideas to use an individual over the course of the entire year. Knudsen replied that they recently conducted interviews for a nutrition educator, but this was a failed search. There are

a number of classroom presentations coming up that focus on nutrition for school age kids and one of the thoughts was to use the community garden position for 10 hours a week for 4 months until the position is hired. The other suggestion is that the master gardeners would like to have a volunteer coordinator for their program as it is growing and they are willing to contribute a few thousand dollars for this. Knudsen felt this would be a great opportunity as there is some synergy between the master gardeners and community garden program, but the expectations of the master gardeners would have to be toned back a little bit with regard to job duties in relationship to the amount of money that they would contribute. Knudsen also noted that there was a question as to what this person would do in the winter. As was mentioned earlier, a survey needs to be done of low and moderate income areas to find out what their interests are with regard to community gardens so they can be strategic as to where gardens are placed as right now they place them wherever they get land. She also felt it was important to build some relationships with the diverse populations and this is something that could be worked on by the coordinator over the winter months. Knudsen continued that Milwaukee County Extension has a micro farming program which allows gardeners to have larger plots and sell the produce and they would like to expand on that. There are a number of things that can be done to ramp up the community garden program with an urban agriculture focus.

Streckenbach provided a little background on community gardens and noted that the farmers market is the result of the community gardens. Community gardens are popular in terms of self-sufficiency as well as a means of having locally grown produce. From UW Extension's perspective, they are trying to help out a sector of the population that are interested in this but also another sector of the population that is looking for self-sufficiency. At the same time, the UW Extension goes into schools and teaches see to plate, the importance of knowing what is on your plate before you put it in your mouth. Streckenbach felt that the community garden program is a need for the community, but is not fully funded and the question becomes how to fund something that was originally grant driven. Streckenbach would like to see the city involved in this as well and noted that at the end of the day it is a benefit for the county and what it represents.

Supervisor Gruszynski commented that the dynamic is changing and there are a lot of articles regarding millennials and the mileage on their food and where it is coming from. People are more plugged in about the distance their food travels and the impact on the environment with that. Gruszynski continued that he was a part of the Green Bay Garden Blitz where they dropped off almost 200 boxes across the greater Green Bay area, several in his district, and when you see the socioeconomic impact and you see a family who gets a box and you know it is more than just for beautification, there is a direct impact being made on the communities and he would ask the Committee to fully support the program.

Robinson echoed what Gruszynski said and felt that for the investment of what is being put into this, the payback in healthy eating and healthy impact to the community is worth it and he felt that some of the concerns are valid, but to address the concerns adequately there needs to be staffing. He felt that whether or not this portion is funded, the questions will still be there.

Van Dyck stated in regard to funding, he would like to see more of the funding put toward the emphasis of the extension which is food, horticulture and agriculture. He felt that the extension does well what nobody else is doing, but he gets concerned with new initiatives such as financial literacy education. Although he is not against that and he understands the need for it, he felt that there were other organizations doing initiatives on this. Everyone is throwing a little money at the issue and he felt that it would be a good idea to talk to one another and figure out who is the best to deliver financial literacy. He felt the same way about the STEM program. Van Dyck would like to see the extension's funding spent more on food and agriculture and horticulture projects that are not being covered by anyone else. He does think these are important things, but does not think dollars should be spent if these needs are being covered elsewhere.

Lund stated that he does not have a problem fully funding the position, but he felt that we need to watch people who may purchase a number of plots and then start selling produce as this is supposed to be a thing for low income people to be able to be involved in gardening who may not have the land or supplies to do it on their own. Lund does not want to see someone profiting off this. Knudsen noted that there are people that do have multiple garden plots but they do monitor this very carefully. Gruszynski asked if the coordinator position would be able to help monitor these things. Knudsen stated that the coordinator could be out checking the gardens and taking note of what is going on. The coordinator would also be building relationships with the gardeners as well to keep tabs on things.

Sieber referenced Page 260 of the budget book which shows a position for a community garden coordinator at \$14 an hour and asked if that is the same position that is being talked about now. Knudsen said that that is the position they are talking about and they would like to raise the pay by \$1. She further noted that the garden assistant position works on the perennial garden which is a separate program. The master gardeners have come up with money for the garden assistant to help out the person who started the garden.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to increase the UW-Extension budget by \$18,551.29 for the community garden coordinator and increase the general property taxes by \$18,551.29. Vote taken. Nay: Landwehr. MOTION CARRIED 4 to 1

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to forward the UW Extension budget on to the full County Board as amended. Vote taken. MOTION CARRIED UNANIMOUSLY.

a. **Resolution Approving New or Deleted Positions during the 2016 Budget Process – U.W. Extension. Motion made by Supervisor Sieber, seconded by Supervisor Dantine to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**

NON-BUDGET ITEMS

Communications

8. **Communication from Supervisor Lund re: To look at parking on Velp Avenue, County Highway HS south of Riverside Drive in the Village of Suamico, WI.**

Lund reported that the business owner who was supposed to attend this meeting with him was unable to make it and Lund asked that this matter be held until December.

Motion made by Supervisor Kaster, seconded by Supervisor Dantine to hold until the November meeting. Vote taken. MOTION CARRIED UNANIMOUSLY.

Register of Deeds

9. **Budget Status Financial Report for September, 2015. *See action at Item 11 below.***
10. **Brown County Land Information Seminar. *See action at Item 11 below.***

Planning and Land Services

Land Information, Property Listing & Zoning (no items)

Planning Commission

11. **Update regarding development of the Brown County Farm Property – standing item.**

Lamine reported that the only thing he had to mention on this item is that there is \$50,000 in the budget for marketing.

Motion made by Supervisor Erickson, seconded by Supervisor Landwehr to hold Items 9, 10 and 11 until the November meeting. Vote taken. MOTION CARRIED UNANIMOUSLY.

Airport

12. **Departmental Openings Summary.**

Airport Director Tom Miller noted that the assistant director position has been filled, the maintenance mechanic position has been eliminated, the electrician has been hired and the housekeeper position is going to the Executive Committee meeting.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

13. Director's Report.

Miller noted that there were several employees who worked more than 12 hours for a football charter and several others who worked more than 12 hours as a result of a failure of runway lights one evening. Additionally, Miller provided the budget financial report, a copy of which is attached. There is not much to report other than revenues continue to exceed budget expectations and traffic remains flat compared to a year ago.

Miller continued that they have leased one old FAA building to a transportation logistics company. The building had been vacant for at least eight years.

Sieber mentioned an e-mail that had been received regarding a name change at the airport. Erickson indicated that that would be addressed at next month's meeting.

Landwehr asked if there were any long range plans to move the yellow steel buildings located near the area of the rental car exits. Miller responded that they are looking at moving the buildings and noted that there is nothing wrong with the structures and they are looking at using the buildings for avionic incubators or aeronautical incubators for small businesses who may want to get into the aviation field but do not need a lot of space. They would like to see these building moved to the west side of the airport near the firehouse. The long-range plan would be to get the ramp build and then move those hangars over to that point and rehabilitate them. Landwehr said that the buildings give off a poor first impression due to their current condition. Miller noted that the buildings are currently being rented out and are generating some income, but he agreed with Landwehr that the buildings need to go.

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

U.W. Extension

14. Budget Status Financial Report for September, 2015.

UW Extension Director Judy Knudsen provided the Committee with the budget status financial report, a copy of which is attached.

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

15. Director's Report.

Knudsen stated that she is currently teaching a course for caregivers with ADRC and she is also doing a program for the PALS program through Human Services at the PALS family night. She continued that they have a STEM event coming up with the Museum that is filled. Additionally they are also doing some of the 4H curriculums in after school programming at 11 elementary schools and 1 middle school which is an expansion from last year. They are also finishing up with the community gardens and the Imperial Pride garden will be expanding in size. They have been building community in that area and are finding a number of kids coming to garden.

Knudsen also commented on a new invasive species in the area, the stink bug. Unfortunately there are no predators and if you kill them or vacuum them, they smell. These stink bugs are also in Pennsylvania and are becoming quite a problem. The Extension will continue to monitor this and she felt that there would be more coming out about these bugs in the future.

Knudsen continued by indicating that the number of horticulture questions they have answered this year has gone up significantly and she attributes this to several hard winters. They are also gearing up with a lot of agricultural programs right now and they have also finished a video tape on farmers related to some of the milking processes they use. They have translated this into Spanish and it will be released later this year. Knudsen also noted that the agricultural educator just did a program on youth making brats and focusing on what agricultural careers are out there. She also commented that they have two competitive robotics teams that are getting ready for competitions in November.

Knudsen referred to a comment made earlier about why the Extension is doing financial education work and she noted that they are partnering with the Library on this. Last year they did a one day conference for women on financial management and they also did a four part series on pre-retirement planning. In 2016 they plan on doing a book club on three popular books regarding financial management.

Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Public Works

16. Ordinance Amending Schedule A of the Brown County Code Entitled "Speed Limits".

Sieber understood Supervisors Katers and Kaster advocating for their constituents, but as a supervisor he felt that the county should be looked at as a whole. What he always looks at in speed limit adjustments is the number of driveways. When the number of driveways increase the speed limit has to go down for safety reasons. He noted in the report on this that there have been 14 accidents since 2010 and not all of them were associated with speed. He reiterated that he appreciates and respects Katers and Kaster advocating for their residents, but he does not see any justification to change the speed limits and he will not support this.

Motion made by Supervisor Kaster, seconded by Supervisor Dantine to approve. Vote taken. Nay: Sieber. MOTION CARRIED 4 to 1.

17. Resolution to Authorize the Uses of Bonded and Levied Funds for Library Renovations.

Library Director Brian Simons provided the Committee with a handout, a copy of which is attached. He noted that this resolution was requested at Ed and Rec to be brought forward to this body because bonded funds were acquired in 2012 and placed in the prevue of the Public Works Department, partly because there were bonded funds and not levy funds and, additionally, the bond was originally taken for plans for the renovation project for Central Library. However, that plan did not suit everyone's needs and therefore it was requested that the funds be used to do what could be done at the Central Library for physical renovations. Simons continued that the majority of the renovations that can be done without opening up a Pandora's Box have been done.

Paul Fontecchio also provided a handout, a copy of which is attached. Simons continued that the current remaining balance on the bond and levy fund is about \$1.5 million dollars. He noted that funds of about \$247,000 were recently added for the Southwest Branch project. The real current available balance is about \$1.3 million dollars. Simons noted on the HVAC projects, while they total \$1.2 million dollars, this is only for the system itself and does not include any of the construction costs that would be necessary to tear into what is required. The ceiling would have to be opened which will involve asbestos abatement and, further, the entire library does not have a sprinkler system and that would have to be put in. He also noted that this would also result in a need to replace all of the electrical elements.

Library Facilities Manager Curt Beyler noted several different fittings on the flat roof have cracked and started leaking and he noted that those fittings are covered in asbestos. There is a 6" pipe with a large crack in it and when it rains hard the water shoots up, hits the ceiling and comes down the air handlers. Luckily they were able to address some of this themselves, but he noted that there are hundreds of those elbows throughout the ceiling and he felt that they should all be taken care of when the ceiling comes down. Simons continued that they are 42 years old and are all in a state that they need to be repaired and it would make sense to do it when the ceiling is open, but this is way beyond what the \$1.2 million dollars can cover. This is why projects have not moved forward in a number of months. Beyler also noted that all of the dampers are old and do not function well and should be replaced. He noted that valves also need work.

Simons noted that rather than just letting the money sit and not do anything with it, there are some projects that have been identified by motion of the County Board in 2012 that the focus be on safety issues and high priority and planned maintenance issues. Some of these have not been done yet and Simons felt that the money could be used for these needs. One of the needs is the parking lot at Central Library that was identified as a high priority and safety issue. Another area is

the auditorium that people spoke of earlier, the carpet in particular. He noted that there are several reasons the carpet has not been taken care of, one being waiting for state pricing to come through and the other being that if funding is not going to be put towards seating as well, all the studs and framework for the old seating, the flooring would have to be knocked out a second time when seats are replaced. A decision was then made to wait on new flooring until they were capable of doing the flooring and new seating at the same time. What this resolution is proposing is to use the bonded funds of \$122,574, per pending approval from bond counsel to be sure that the funds can be used for this propose, for the parking lot at the Central Library. The proposal includes adding 10 spots, moving the electrical box, new lighting, bike racks and numerous other things, pending approval from bond counsel. Additionally, \$180,392 would be used for central auditorium renovations. The auditorium is well used and Simons thought it would be more well-used with renovations which generates income. And finally \$45,656 would be spent for central meeting room and foyer improvements and renovations of the cloak room area by eliminating the doors into the meeting rooms and replacing them with sliding dividers which would open up the area a little more and allow for much different use of the facilities and expand on the possibility of more rental revenue.

Simons continued that there is also \$300,983 shown on the handout for central elevator levied funds. He is looking to re-appropriate this out of the Library 425 fund back into a fund the Library has more oversight on because they want to be able to get the furniture for all of the branches. They are looking at furniture for the lower level of Kress for the meeting rooms and the foyer. He noted that the foyer is rarely used, but felt that appropriate furniture would help the space be utilized more. He is looking for furniture that could be easily moved for programs such as the summer reading program when there are a lot of activities going on. On days that there are not programs, the foyer would provide a nice quiet space for the public to use. Other spaces that they are looking to include in this would be both at Kress and Weyers-Hilliard as both of these have space where they could add more private study room areas with glass modular units that include white board panels with sliding doors which would be ideal for studying, business transactions and tutoring.

Kaster asked if the projects on hold will come out of the \$1.5 million dollars and Simons responded that they will not and those are the projects that he talked about that they really cannot do because they will cost far more than the \$1.5 million dollars. He stated that opening up the ceiling is really a Pandora's Box. There may be a piece they can do on the HVAC unit, but the problem is you would lose all of the efficiency you are putting in because all of the air ducts are not sealed so all of the new efficiency leaks out. Simons did not think there was anything to be gained by piece mealizing this. He felt it either has to be done or it is time to gut the building. He continued that he is just shooting straight but does not see a way to do it and solve any problems. Money would be spent for new machines, but they will not do what they are supposed to do.

Kaster asked Fontecchio for his thoughts on this. He stated that although some of the listed items may be needs, there also seem to be a whole bunch of wants. Fontecchio responded that he tended to agree with that, but the bigger question in his mind is what is going to be done conceptually with the whole Central Library. He continued that in order to have an effective library, some of these things do need to be done. For example, the parking lot only has so many years of life in it. He continued that he personally looks at the air ducts as more critical than a parking lot or carpet or furniture. From what Fontecchio has heard, he thinks it will be pretty expensive once the ceiling is opened up. He continued that there are at least two units on the roof that will necessitate cutting holes in the exterior of the building to get pieces in or out. Kaster stated that he also feels that a determination needs to be made as to what to do with the building. Beyler stated that the projects that are identified would not require any re-work. Simons added that even if building were sold, the updates would add value to the building. Simons felt that these items would be money well spent and the repairs would be done to last and would have a long life expectancy. Additionally, when looking at the levied dollars for furniture replacements, these funds do not need to remain at Central Library. Also, the furniture at the other facilities is in dire need of replacement. The two spaces that may still be acceptable are Kress and Weyers-Hilliard, but the other spaces at East, Wrightstown, Pulaski and Ashwaubenon really need some renovations as some of it is more than 40 years old. If the Library is to be an effective system and we want people to come, we have to make it an appealing place to be. Simons noted that a lot of the furniture is piece mealized together from various locations and there are five or six different types of furniture all melded together and looks like garage sale finds which is not conducive to somewhere you want to go and be. Simons felt that since the money is available new furniture would really improve all of the facilities. As he stressed at an earlier meeting, we are not just one Library. The Library is a system of nine facilities and this would show that all of the facilities have been taken seriously. The branches have been complaining about their furniture for a number of years. Simons felt that furniture would be money well spent and would solve a lot of problems as well as increasing the visibility of those locations. He felt that the return on investment would be shown in usage.

Simons continued that the parking lot at Central takes precedence but if bond counsel rejects this, the third box on the handout shows what they would do with regard to furniture replacements after they do the parking lot out of levied dollars. The parking lot is in dire need and is beyond a simple repair.

Erickson brought up an idea expressed by Supervisor Zima in the past that instead of having a central library consideration could be given to add some satellite libraries. Simons stated that they have looked into that and currently the Library Board does not feel that that is a favorable course of action. The Library Board feels that a central library is important in a county of our size. They are looking into a long range facility plan including all of the facilities and some facilities that may or may not already exist. Simons' hope is that additional libraries are not needed and that the current system provides good coverage. In the meantime, they still have to serve the people that are presently being served the best they can.

Sieber asked about the original bond amount which was \$1.5 million dollars, but he thought that elevator work was done from that. It was indicated that the general fund put money into this fund and Beyler noted that levy funds were also added in for the original elevator projects. It was noted that there were several transactions and it is confusing because the numbers come back to almost the original amount. Sieber noted that he just wanted to be sure the numbers were accurate.

With regard to the parking lot diagram, Sieber wanted to be sure that there was enough room for cars to back out and he was assured that there was. With regard to the HVAC costs, he asked what the plan was because it is not appropriate to have broken pipes, asbestos, water leaking and no sprinkler system. Fontecchio responded that the County Executive and Ed and Rec agreed to come forward in March or earlier with a plan. The plan will outline the needs and wants for consideration. Streckenbach added that at the same time there will be conversations of whether to stay in the facility or not. Sieber also asked Simons to outline how the study he referred to earlier would be paid for. Simons responded that there are several options. A meeting will be held soon with the architectural firm that Schreiber used to get an idea of what they need to be looking for. Simons noted that if an RFP is put out they need to know what questions need to be asked. There will be no cost for that meeting and from there they will get a general dollar figure of what the market rate is for the type of study they intend to do. Simons continued that there are some funds in library donations at the Greater Green Bay Community Foundation that could possibly be used or, if it is too expensive, he would have to approach the County and then go through the RFP process.

Sieber asked if there were any plans for the \$622,000 of bond funds that would be left over and Simons indicated that at this time there are not any plans for that. Sieber advised that Simons should ask bond counsel if those funds can be refunded back to the bond because he does not want to see interest paid on money that is not being used. Weininger indicated that he has asked bond counsel about that and is waiting to hear back.

In answering a question with regard to the third floor space at the Central Library, Simons said that they have been speaking with numerous institutions that may be interested in that space, but the downside is that all of them are at the very beginning stages and may not have the funding available to rent or renovate the space.

Dantinne asked if it was fair to say that the proposed projects would be assets that would add value to the building and Simons responded that that is a fair statement. The timeframe of the auditorium renovations was also discussed and Beyler indicated that they would start the project as soon as the funds would be available but they also still have to go through the RFP process. Erickson asked what the timeframe to hear back from bond counsel would be and Weininger stated that he did not think he would have an opinion from them prior to the November 4 County Board meeting.

Kaye noted that the elevators are not ADA complaint and asked if this is a concern when it comes to renting out spaces to groups. Simons responded that it is a concern. He noted that the elevators were put in a few years ago and to make them ADA compliant, the elevators would have to be completely redone. Beyler noted that they had a bid for ADA compliant cabs when the elevator project was done several years ago but it was decided to go with a less expensive version of keeping the same hydraulics and cabs which saved \$150,000.

With regard to rental of the third floor of the Library, Van Dyck stated that there is a large amount of property that would be available downtown for office space and the library does not seem to be prime real estate. He also noted that a case could be made that administration that is taking up valuable space on the second floor could move up to the third floor which would

open up space on the other floors for other uses. He felt there were a number of things that need to be taken into consideration. The renovations that were suggested, such as the parking lot, will be usable for everyone as will be the auditorium and meeting spaces no matter what the use of the building is.

Motion made by Supervisor Kaster to hold until they hear from bond counsel. *No second. No vote.*

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber approve the resolution as written. Vote taken. Nay: Kaster. MOTION CARRIED 5 to 1.

18. Summary of Operations.

Paul Fontecchio noted that the Summary of Operations was contained in the agenda packet. He noted that the projects are on track for the dates on the report and also, they opened the roundabout at Cardinal Lane. With regard to the routine maintenance review, it has come to his attention that there is a lot of routine maintenance money that has not been utilized. After talking to the DOT Fontecchio found that some of this is because they are not maintaining a large swath of Highway 41 since they are ripping it all apart. In 2013 when there was a long winter, in the fall and spring almost all of the funds were used, but he noted that we were only budget by \$22,000 which shows that there is money out there that is not being utilized. Fontecchio continued that the State's financial year begins on July 1 and on July 1 there were several hundred thousand dollars of extra money that could have been utilized. Fontecchio noted that in the past the public works crews have been so busy on road construction for the county, which is okay, but Fontecchio felt this should be balanced a little more so that county crews are available to do some of the state work. It is mutually advantageous as DOT gets its maintenance done and it is good for the county because it is revenue.

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

19. Director's Report.

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

20. Port and Resource Recovery – Port & Resource Recovery Budget Status Financial Reports for September, 2015.

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Closed Session

21. Open Session: Discussion and possible action regarding the purchase and negotiations for property involving a future consolidated Highway Department site.

22. Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to enter into closed session at 10:13. Roll call: Kaster, Erickson, Dantine, Sieber, Landwehr. MOTION CARRIED UNANIMOUSLY

23. Closed Session: Notice is hereby given that the governmental body will adjourn into a closed session during the meeting for discussion and possible action as to negotiations and bargaining for the purchase of property for a future consolidated Highway Department site. Closed session is authorized pursuant to Wisconsin Statutes Section §19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to return to regular order of business. Roll call: Kaster, Erickson, Dantine, Sieber, Landwehr. MOTION CARRIED UNANIMOUSLY

24. **Reconvene in Open Session:** Discussion and possible action regarding the purchase and negotiations for property involving a future consolidated Highway Department site.

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to forward the Public Works budget on to the full County Board. Vote taken. **MOTION CARRIED UNANIMOUSLY**

It should be noted that Page 282 of the Budget Book should be corrected by changing Wrightstown to Ashwaubenon.

Other

25. **Audit of bills.** *No action taken.*

26. **Such other matters as authorized by law.**

Meeting dates for November and December were discussed and are to be determined.

27. **Adjourn.**

Motion made by Supervisor Dantine, Seconded by Supervisor Sieber to adjourn at 11:20 p.m. Vote Taken.
MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

Therese Giannunzio
Transcriptionist

Business Expansion and Retention (BEAR)

- Visited with over 120 companies in Brown County (surveyed)
- Total employment represented by BEAR visits 17,000
- New full-time BEAR Specialist position posted

Advance Business & Manufacturing Center

- Achieved highest occupancy in its history (90%)
- Economic impact: \$64.8 MM
 - Estimated spending: \$63.6 million
 - Est. county sales and other tax: \$269,212.05
 - Est. county property tax (homes): \$655,572.33
 - County property tax – graduates (business): \$278,777.49
- Occupancy (annual average overall 76%):
 - Manufacturing 69%
 - Office 95%

Marketing/Business Attraction

- 2015 Factbook (distributed to over 10,000 – in 12 NE Wisconsin counties)
 - Everything “Brown County”
- FAM Tour 2015
 - Marketed area to 4 site selectors
 - Solicited feedback
- Wage & Benefit
 - Up-to-date wage and benefit information specific to Northeast Wisconsin
 - Invaluable tool for companies looking to attract or retain quality employees

Projects

- 7 Projects:
 - Job retention potential: 600
 - Job creation potential: 264
 - Investment potential: \$56,000,000

Workforce Development

- Achieve Brown County (ABC)
- Nationjob
- Partnerships with UWGB, NWTC

Looking Forward

- Countywide strategic plan

Brown County Economic Development Committee's Activity Report**Airport Development Committee**

- Obtained WEDC site certification (certified sites mean faster turnaround times, quick approvals and low risk; there are only 14 certified sites in all of Wisconsin)
- Chamber \$75K incentive to attract new direct flight to large hubs
- Provided input into marketing vacant airport properties (generated interest and site visits)
- 2015 FAM tour stop at Jet Air Group to promote destination and development

Port & Rail Committee

- Ongoing conversations with CN to enhance mobile transportation services
- Have held talks with Schneider National in preparation for the building of a stronger proposal to present to CN
- Recently, an additional survey has been sent out to shippers who participated in the original survey to determine specific volume amounts (CN will most likely need a guarantee on volume being shipped)

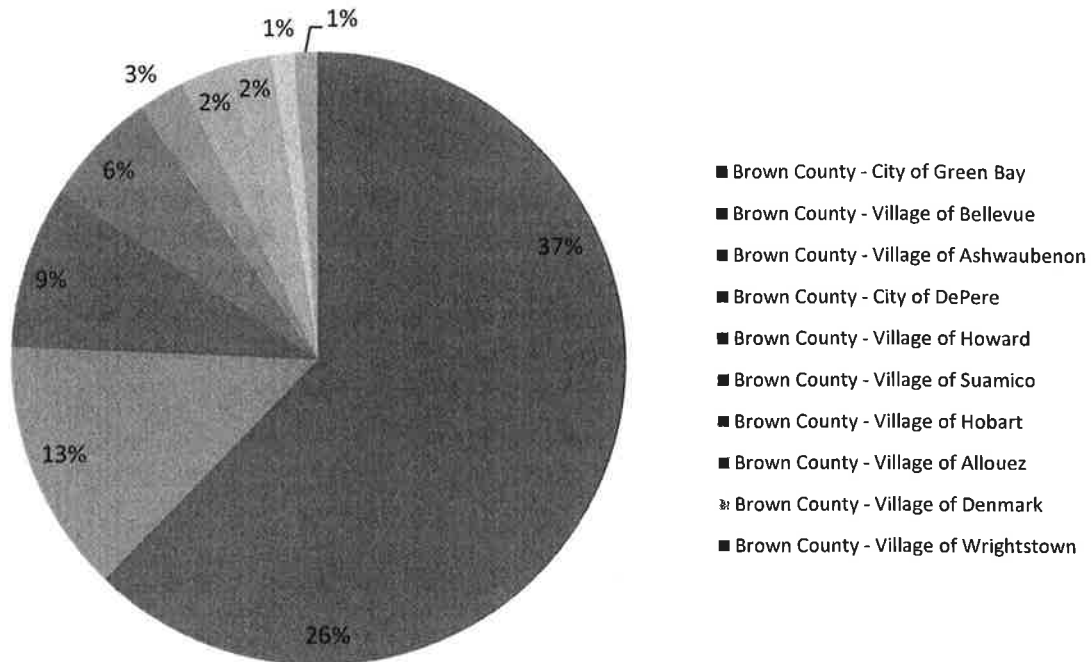
Phosphorus Committee

- Educating land-owners on best management practices to reduce phosphorous in lower Fox River watershed (e.g. newsletter in collaboration with Outagamie and Calumet counties)
- Research project (4 demonstration farms) to show farmers how to reduce runoff through innovative practices that are economically feasible
- Surveyed area farmers to learn about their best management practice (Land & Water Conservation & UW Extension)
- Convened a group of dairy farmers, NEW Water to discuss adaptive management projects in Brown County
- Participated in RFP for a feasibility study for a community digester

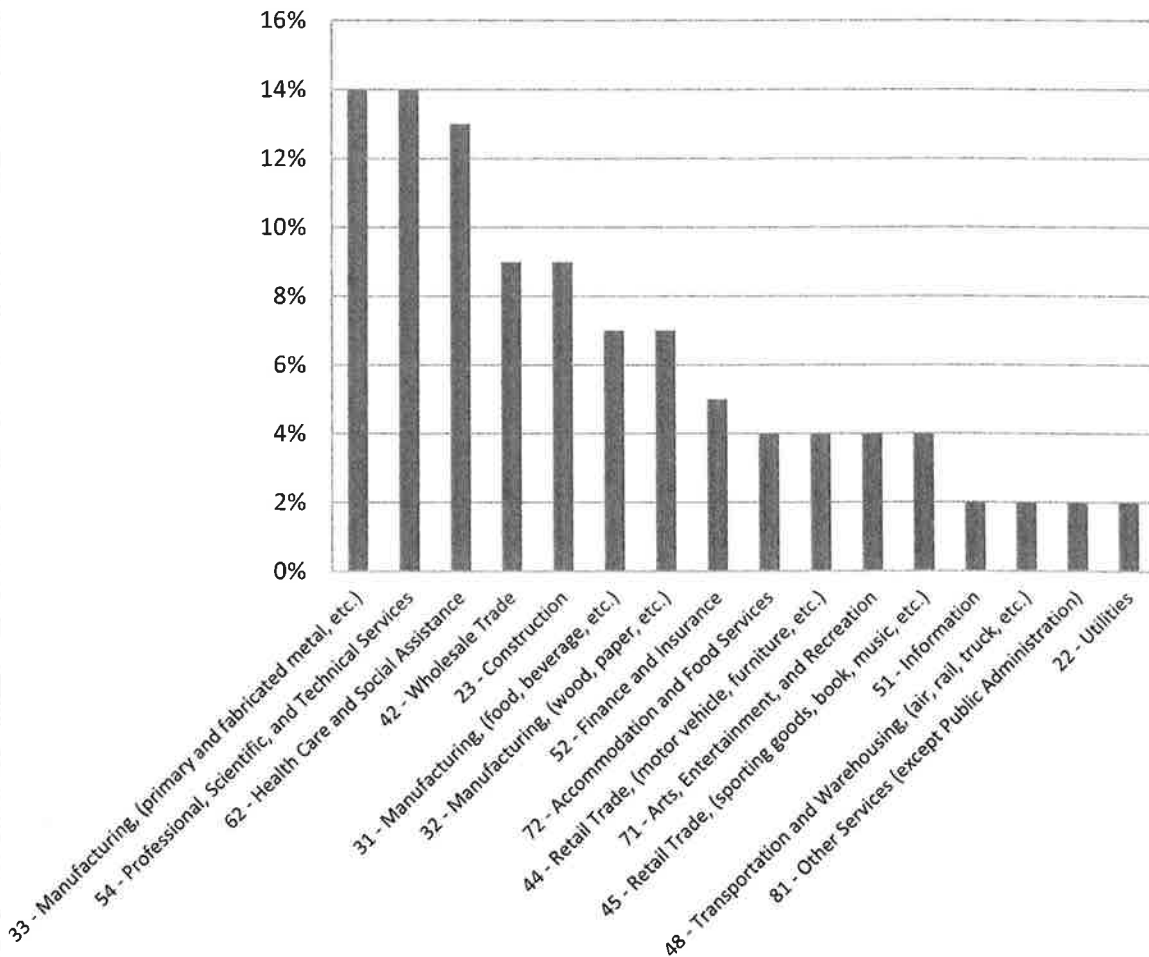
Waste Stream Committee

- Setup organic collection site at the Material Recycling Facility (MRF)
- Educating through neighborhood associations on new items that can now be recycled
- Continued discussion on how to divert organic materials from landfill

BEAR Visits by Community September 2014 - August 2015



BEAR Visits by Industry (NAICS) September 2014 - August 2015





BROWN COUNTY UW-EXTENSION COMMUNITY GARDENS PROGRAM

2015

Planting seeds to grow healthy food, healthy families, and healthy communities



*Comments
From Public*



20 years of helping people grow

Since 1996, the Community Gardens Program has worked to provide garden space and logistical assistance to county residents, empowering them to grow affordable, nutritious, and culturally appropriate food. The program develops otherwise-unused, donated land, where community members rent low-cost plots for the growing season. Participants can plant, grow, and harvest produce to use for their own needs, sell to supplement their incomes, or donate to local food pantries. When you support the Community Gardens Program, you help increase food security, nurture a greater sense of community among neighbors, and create a stronger, healthier Brown County.

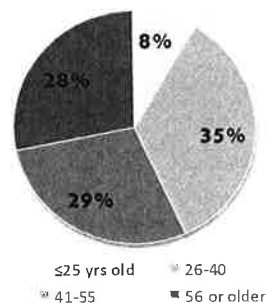
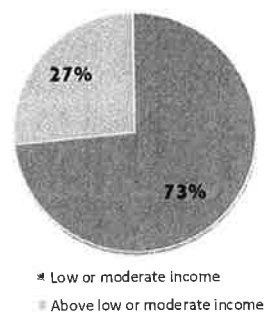
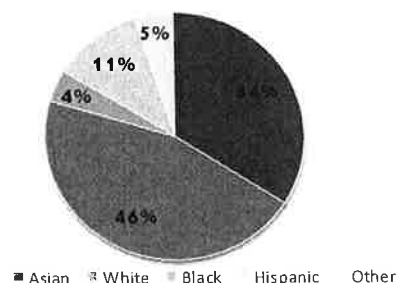
A big "thank you" to our current community partners:

Brown County
City of Green Bay
Cornerstone Foundation of Northeastern Wisconsin
Encompass Early Education and Care, Inc.
Green Bay Community Church
Green Bay Parks, Recreation, and Forestry Department
Green Bay Plastics
Johnny's Selected Seeds
Lindsley's Greenhouse
New Leaf Foods, Inc.
Schroeder's Flowers
Sisters of St Francis
Oneida Nation of Wisconsin
Wisconsin Public Service

Future opportunities: An increasing demand for community gardens

- Investigation is underway regarding the development of economic opportunities and employment training via community gardens
- Some program gardens have waiting lists, and a community survey is needed to analyze expansion to best meet needs
- Some gardeners are experimenting with innovative techniques or selling produce at markets, and many would like more opportunities to do so
- Many current program gardeners would like larger plots

Who are our 2015 gardeners?



WHY COMMUNITY GARDENS?

Improved community physical health:

The 2011 Leading Indicators for Excellence (LIFE) Study labeled 67% of Brown County adults overweight or obese.¹ Studies show community gardeners are less likely to be overweight than non-gardeners, due to increased access to nutritious food and the physical activity gardening provides.²

Increased food security:

Research indicates that gardening decreases participants' food costs significantly.³ Nearly 90% of our gardeners report increased access to food or reduced food costs due to participation in the Community Gardens Program, and 2015 gardeners raised nearly \$300,000 worth of produce.⁴

Created...

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Program development

In 2012, economic uncertainty and decreased land availability put the future of the Community Gardens Program at risk. Fortunately, a temporary solution was found in securing a dedicated volunteer and funding for VISTA workers in 2013 and 2014, allowing the program to begin to rebuild. In 2015, the program secured one-year funding to hire a program coordinator. Look how far we've come with the more stable leadership of the last few years!



Year	# of garden locations throughout the County	# of gardeners	# of garden plots	#of kids' gardening classes taught	# of new gardeners paired with mentors
2012	5	75	105	-	-
2013	7	127	193	6	-
2014	8	148	261	28	29
2015	10	175	300	41	35
% increase 2012 to 2015	100%	133%	186%	NA	NA



OUR FUTURE DEPENDS ON YOU!

The success of our program depends on community support. One of our most critical needs: funding for a full-time coordinator. This person plays an essential role in both the maintenance and growth of the program. Not only does the coordinator serve as a liaison and resource for our growing population of gardeners, but this person also works to develop the program to meet expanding community needs.

Help ensure the future of community gardening in Brown County!

7 of connected, safe, and aling neighborhoods:

ding to the Centers for Disease Control revention , community gardens can ve neighbors' connectivity and lessen t.⁵ In fact, 20% of our gardeners say they n to meet their neighbors. Gardens may crease area property values⁶ and ce neighborhood pride.⁷

Better community mental health:

Numerous studies show the mental health benefits that gardening offers, ranging from mood improvement to stress reduction.⁸

Enhanced community sustainability and beauty:

With many of our gardeners living within walking distance of their plots, community gardens reduce the distance that food travels to reach consumers from its current unsustainable average of 1,500 miles to just a few blocks.⁹ In addition, gardens create an attractive and environmentally friendly community asset where only vacant lots stood before.



WHAT OUR GARDENERS SAY

- ♦ *"We appreciate having UW-Extension as a service to help [...]the elderly and people like my mom...This has also allowed her to get out of the house and do something so she feels productive." - Pai*
- ♦ *"Thank you for assuring us every year with garden plots, with recommendations and advice and giving us the possibility to grow our vegetables." -Sylvia*
- ♦ *"I got a chance to meet my neighbors, cut my grocery bill, and ...be outside!" - Penny*
- ♦ *"I had a great experience because gardening was a good stress reliever. Thank you for the opportunity! I'll do it again." - Louise*

¹ "A Healthy LIFE." *LIFE Study*. LIFE Study, 2011. Web. 10 Nov. 2014.

² Zick, Cathleen D, et al. "Harvesting More Than Vegetables: The Potential Weight Control Benefits of Community Gardening." *American Journal of Public Health* 103.6 (2013): 1110-1115. *MEDLINE*. Web. 11 Dec. 2014.

³ Flournoy, Rebecca and Sarah Treuhaft. *Healthy Food, Healthy Communities: Improving Access and opportunities Through Food Retailing*. Policy Link, 2005. Web. 12 Dec. 2014.

⁴ Goldstein, Libby J. "Formula for Determining the Value of Crops Produced in Community Gardens." *Urban Agriculture Notes*. City Farmer, 24 May 1998. Web. November 6, 2014.

⁵ "Community Gardens." *Centers for Disease Control and Prevention*. Centers for Disease Control and Prevention, 3 June 2010. Web. 11 Dec. 2014.

⁶ Voicu, Ioan and Vicki Been. "The Effect of Community Gardens on Neighborhood Property Value." *American Real Estate and Urban Economics Association* 36.2 (2008):241-283. Wiley Online Library. Web. 16 Dec. 2014.

⁷ "Community Gardens." *County Health Rankings & Roadmaps*. County Health Rankings, 15 Jan 2014. Web. 16 Dec. 2014.

⁸ Chaker, Anne Marie. "When Treatment Involves Dirty Fingernails." *Wall Street Journal* 6 April 2010. Web. 11 Dec. 2014.

⁹ "How Far Does Your Food Travel to Get to Your Plate?" *CUESA*. Center for Urban Education about Sustainable Agriculture, n.d. Web. 11 Dec. 2014.

BENEFITS OF COMMUNITY GARDENS:

- Reduces food cost
- Fewer miles traveled from garden to plate
- Access to nutritious and flavorful food
- Great opportunity for exercise, recreation, therapy, and education
- Great opportunity for intergenerational and cross-cultural social interaction
- Looks aesthetically pleasing
- Contributes to a more liveable environment
- Promotes a more positive community image

HOW DO I SIGN UP?

Community garden plot rental takes place in early spring. Both interested and existing gardeners will receive a postcard in the mail noting registration dates and times. To be notified go to www.browncountyextension.org, click on the "Community Gardens" tab and fill out a "Garden Interest Form" or call the Garden Coordinator at 391-4660.

WHEN CAN I PLANT?

In May and October, gardeners will receive postcards notifying when gardens are opened or closed.

FOR MORE INFORMATION:

about community gardens,
starting a garden, and
donating land or funds contact:

Brown County
UW-Extension
Community Gardens Program
1150 Bellevue Street
Green Bay, WI 54302
920-391-4660

BrownCountyCommunityGardens@gmail.com
www.browncountyextension.org



**UW
Extension**
University of Wisconsin-Extension

University of Wisconsin U.S. Department of Agriculture and
Wisconsin counties cooperating.
An EEO/AA employer, University of Wisconsin Extension provides
equal opportunities in employment and programming, including
Title IX and American with Disabilities (ADA) requirements.



Like us on Facebook!
"Brown County UW-Extension
Community Garden Program"
*For garden notifications, local gardening
tips, and food preservation information.

WHAT ARE COMMUNITY GARDENS?

Community Gardens are areas where people can rent for a small seasonal fee their own garden plot to raise produce.

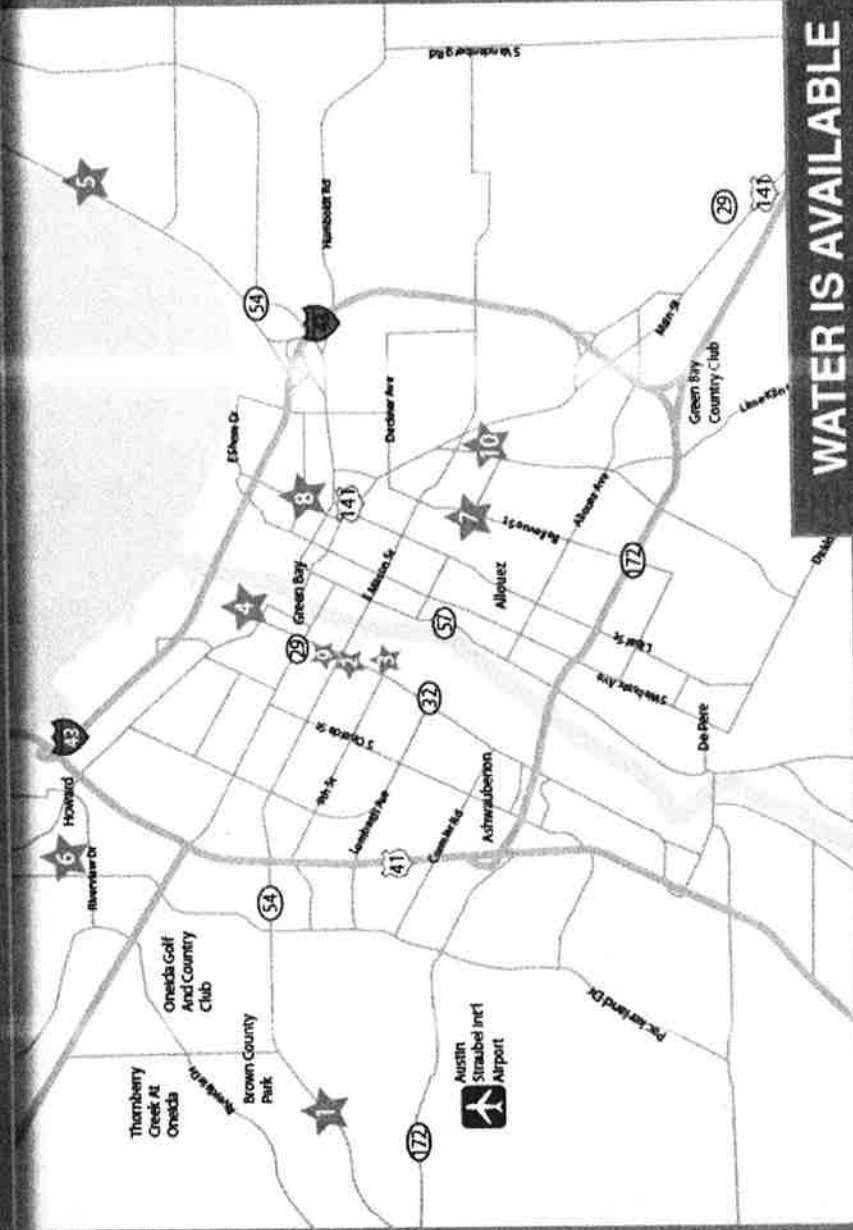
HOW DO THEY WORK?

UW-Extension works with landowners to make land available for Community Gardens. Land is plowed and ready for you to plant. The garden land is measured off into plots that you can rent for the growing season. You get to keep all the food that you grow in your garden. Use it, share it, or sell it if you have extra - you decide.

WHAT DOES A GARDEN PLOT COST?

Plot rental ranges from \$10 to \$45, with most plots priced \$35 or less. Plot sizes range from 3x6 ft. to 50x50 ft.

COMMUNITY GARDEN LOCATIONS



**WATER IS AVAILABLE
AT ALL LOCATIONS!**

- 1 3500 West Mason St. (Hwy 54)
50x50 \$45
*Highway 54
- 2 621 5th Street
20x20 \$25 or 4x8 Raised Beds
*5th and Ashland, near Ashland Ave. Overpass
- 3 508 8th Street
20x20 \$25
*8th Street Park
- 4 1028 N. Maple Ave
20x20 \$25
*Corner of Maple & Augusta
- 5 3435 Church Road
50x50 \$45
*1/2 mile east of Nicolet Drive
- 6 600 Cardinal Lane
10x15 \$14 30x30 \$25
*Behind Green Bay Community Church
- 7 1150 Bellevue Street
Sizes Vary \$10 or \$25
*Behind UW-Extension
- 8 1004 N. Irwin Ave.
12x4 \$10
*Corner of Irwin & Smith
- 9 Seymour Park
Sizes Vary \$10, \$15 or \$20
*Ashland Ave
- 10 2000 Vine St
10x20 \$15 20x20 \$25

We are expanding, please check our website for current location.

2016 Budget Summary
Register of Deeds

A. New Initiatives

- a. Disaster Recovery/Business Continuity Plan
 - i. Offsite 3rd party storage/safekeeping of real estate document images.
- b. Electronic Return of Real Estate Documents
 - i. New option to document submitters; benefits: receive documents back sooner, more efficient for staff and submitter and reduced postage costs.
- c. Rental Weatherization Agent
 - i. Allows purchasers of rental properties to have weatherization documents validated and recorded in a single location at no additional cost.

B. Revenues

- a. Rates & Fees – Add \$30 fee to validate rental weatherization stipulations and waivers. Add \$5.00 per print fee to sell copies of tax roll from 1992-2004.
- b. Other- \$14,000 revenue from sale of data through real estate data transfer.
- c. Real Estate Projection – Anticipate recording 41,000 documents in 2015 and 45,000 in 2016. Real estate transfer fees greater than expected this year and expect to exceed 2015 budget by \$165,000. The increase is in part due to 6.5% increase in median sales price and an increase in the number of commercial property transferred valued at \$5,000,000 or greater. \$620,000 forecasted for transfer fees 2016.

C. Expenses

- a. Staffing – Title changes to some staff to better reflect job duties (no wage increase):
Clerk Typist II now Vital Records Specialist, 1.0 Clerk Typist III and Property Description Specialist now Real Estate Specialist, 1.0 Clerk Typist III now Records Specialist (cross trained to work in both real estate and vital records).
- b. Operating Expenses:
 - i. Supplies - \$255 reduction fewer laser print cartridges needed.
 - ii. Postage - \$1800 reduction implement electronic return of documents
 - iii. Dues & Memberships - \$60 reduction
- c. Chargebacks – no significant increases to chargebacks
- d. Contracted Services - \$11,000 increase for disaster recovery services.
- e. Outlay – None

D. 2016 Levy Target (\$742,196) – exceeded by \$5,843.

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

MEMORANDUM

To: Members of Harbor Commission, Solid Waste Board and
Planning, Development & Transportation Committee

From: Dean R. Haen, Director

Re: 2016 Budget

The Port and Resource Recovery Department budget is separated into the Port, Harbor Fee, Harbor 217, Waste Transfer Station, Gas-To-Energy, Household Hazardous Waste, Recycling, Closure and General Office cost centers. The Port area and Resource Recovery area of the department budgets are separate. Specific expenses and revenues are budgeted directly to the specific cost centers. General office expenses including staffing are passed on to the appropriate cost centers by an intra-fund transfer based on the percentage of Department FTE employees working in that particular cost center.

2016 Budget Overview

RESOURCE RECOVERY AREA

SOLID WASTE

- The Resource Recovery area utilizes a tiered tipping fee system. The Preferred Contract Rate and Contract Rate are contractually bound to no more than the increase based on the change in Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers - Midwest from June 2014 to June 2015. June 2014 to June 2015 was 0% increase. Brown County will not raise the Preferred Contract and Contract Rate customers more than the June 2014 to June 2015 increase.

Transfer Station Customers

	<u>2015</u>	<u>CPI Change</u>	<u>2016</u>	<u>Actual Change</u>
Preferred Contract Rate (/ton)	\$41.25	\$0.00	\$41.25	0.0%
Contract Rate (/ton)	\$42.75	\$0.00	\$42.75	0.0%
Gate Rate (/ton)	\$45.00	N/A	\$46.00	2.2%

Direct Delivery Customers

	<u>2015</u>	<u>2.04% Change</u>	<u>2016</u>	<u>Actual Change</u>
Preferred Contract Rate (/ton)	\$34.00	\$0.67	\$35.00	2.9%
Contract Rate (/ton)	\$34.00	\$0.67	\$35.00	2.9%

The tiered tipping fee system provides long-term and high tonnage customers with the best available tipping fees. All municipal customers of Brown County are eligible for the Preferred Contract Rate no matter their tonnage level. Customers with short-term contracts and/or low tonnage are eligible for the Contract Rate. Customers with no commitment to the Brown County Solid Waste Management System are offered the Gate Rate.

The Department continues to experience an increasing number of small users of the Solid Waste Transfer Station. This is likely the result of municipalities charging for bulk pick-up. This has increased the congestion at the scale house and within the transfer station from residential customers. Customer surveys were conducted in July 2015. Hours of operation in 2016 will remain the same, but future consideration may include expanding Summer hours on Wednesday or Thursday until 6 pm to serve the residential customers after normal work hours and opening at 6 am on Monday's to serve the commercial customers. Any increase in staff salaries will need to be offset by increased tonnage. Minimum delivery charge will increase \$13.00 to \$14.00.

- The Outagamie County landfill tipping fee will not increase, but Brown County is budgeting for \$0.50/ton increase that will reduce the anticipated 2017 increase at Outagamie County landfill.
- The fee for recycling large non-Freon containing appliances will increase to \$5/unit.
- The fee for lead-acid battery recycling will increase to \$1/unit

RECYCLING

- Recycling is state law; with well-known environmental benefits and is better than landfilling the valuable resources. World markets for recycling commodities have significantly declined from averaging \$100/ton in previous years to \$78/ton in June 2015 resulting in Brown County having to again charge per ton for recyclables. Even though markets have improved in July, for 2016, Brown County is anticipating the markets to remain depressed and are budgeting a \$20/ton charge to cover the difference in processing costs/ton and commodity revenue/ton.
- In 2015, BOW partners agreed to install a recycling compactor at the Brown County recycling transfer station. The compactor will reduce recycling hauling costs by increasing trailer capacity from 14 tons to 22 tons/load (57% increase) generating a savings of more than \$100,000/year that will be fully realized in 2016.
- The BOW Single Stream Facility will enter its seventh full year of operation. The facility expanded its operation from 50,000 tons to nearly 100,000 tons, added a second shift in 2013 and constructed a \$1.9M expansion in capital for a second baler and sorting capacity for recycling of plastics 3-7 and aseptic packaging. Capital investment will be paid by each County.

- During 2015, the voluntary drop-off organics recycling program will be expanded and include a collection location at the UW-Extension office on Bellevue Street.

HHW

- The Household Hazardous Waste program will continue to work on growing VSQG business and renegotiate contracts with partners to reduce program costs.
- Non-hazardous and universal waste items, which are not the primary mission of the HHW collection program, will see cost increases related to managing these waste streams. Contracted electronics disposal costs have increased and residents' disposal costs will increase from \$0.20/lb. to \$0.25/lb. Bulb disposal costs continue to increase. Residents had been able to deliver up to 10 bulbs for free before incurring a charge. Residents will have to pay for disposal costs on all bulbs of \$0.25/lb. Beginning in 2016, the \$1/gallon charge for latex paint will be changed to \$0.25/lb. Other non-Hazardous and universal waste including antifreeze, waste oil, household batteries and fire extinguishers will be accepted at \$0.25/lb.
- New recycling services offered at HHW will include small Freon containing appliances will be accepted at \$15/unit.
- The Household Hazardous Waste Program is budgeting \$34,500 in Clean Sweep, Ag Clean Sweep and Drug Grants from WI-DATCP.

PORT AREA

- During 2016, the Department will work with the Corps and Wisconsin Department of Transportation to balance our project partnership agreement cost-share requirements and close out the Harbor Assistance Grant Agreement requirements. Efforts will focus on meeting the Corps required 10% cash contribution in full rather than paying it over 30-years.
- Closure of Renard Island was completed in 2014. A permanent maintenance easement for Renard Island is expected to be executed in late 2015. The Corps of Engineers is also requiring a lakebed grant for the causeway. Staff will work towards a legislative lakebed grant for the causeway in 2016. The island and ownership of the causeway will be transferred to Brown County in 2016. The Department will pursue the long-term use of the island.

If you would like to discuss any of this in more detail, please contact me at Haen_DR@co.brown.wi.us or at (920) 492-4950.

Sincerely,

Dean Haen
Director

2016 Airport Budget Highlights

Planning, Development & Transportation Committee

October 19, 2015

During the course of 2015, airport administrative staff, with the assistance of a financial consulting firm, has been able to negotiate airline leases which will generate additional revenue for the airport, while at the same time keeping airport costs competitive with other airports in the region and keeping the facility attractive for potential increases in air service. Budgeted expenses for 2016 have been reduced slightly (\$66,364) compared to 2015. Finally, while the airport's strategic plan projected continued reductions in the Fund Balance until 2019, the proposed 2016 budget anticipates a \$296,244 positive contribution to the account for the first time since 2009.

Highlights for the 2016 Budget include:

Revenue:

- ➔ Passenger enplanements are expected to be flat for the remainder of 2015, and have been anticipated to increase only slightly in 2016 (2015 estimated year-end compared to 2016 budget), resulting in an increase of about \$12,000 in Passenger Facility Charges (PFC).
- ➔ Increased landing fees in 2016 will result in approximately \$100,000 in additional revenue, while still keeping airline costs competitive with other airports about the size of Green Bay.
- ➔ Land rent will generate about \$539,000.
- ➔ Finally, concession revenue, including the gift shop(s), restaurant, rental cars – including the CFC and parking lot operation is anticipated to increase revenue by about \$250,000. (budget-to-budget)

Expense:

- ➔ While overall expenses decreased by about 1%, there were several areas where costs increased, most notably Equipment – Non-Outlay; which contains a number of items which have been deferred over the past several years, but need to be acquired. The largest single cost item is the acquisition of 3 – AED's to be strategically placed throughout the passenger terminal in the event a traveler incurs some medical distress and could be saved by the use of an AED. The 3 units are expected to cost about \$5,400. Grounds Maintenance also increased due to the demolition of the old Flight Services Station Facility, to make way for new development. Demolition expected - \$60-K.
- ➔ Telephone expense is also expected to increase in 2016 due to the additional telephones installed in the U.S. Customs facility.
- ➔ Several accounts experienced significant declines including Building Repairs and Maintenance, as a roof replacement in 2015 was completed and will not re-occur in 2016. Same for equipment repairs, as an upgrade to the access control system was completed in 2015. Expected costs for Natural Gas are also expected to be down, compared to the 2015 budget.
- ➔ In Capital Outlay, replacement of a 20-year old farm tractor and "bat wing" mower are expected to cost about \$98,000. The nearly \$27,000 paint sprayer will make our airfield striping operation much more efficient, and replaces an aging machine. Bond payments come from a schedule to reduce our debt, which will be fully paid off by 2024. Finally, the \$288,736 represents the airport/county share of state and federal projects listed on the approved C.I.P. If the grant dollars do not become available during the year, the project would be delayed.

Miller, Tom W.

From: Parmer, Sandy S.
Sent: Thursday, October 15, 2015 12:57 PM
To: Miller, Tom W.
Subject: RE: Airport - salary summary

Hi Tom,

Here are the numbers.

Current wage in budget:

Earning: \$71,629
Fringe: \$20, 737
Total: \$92,366

Amend the wage in budget to:

Earnings: \$81,654
Fringe: \$22,233
Total: \$103,887

That's an increase in expenses (regular earnings & fringe benefits) by \$11,521 which will be offset by revenues.

Let me know if you have any questions.

Sandy

From: Miller, Tom W.
Sent: Thursday, October 15, 2015 7:10 AM
To: Parmer, Sandy S.
Subject: RE: Airport - salary summary

Sandy,

As soon as I have the numbers, I'll get a hold of Chair Erickson from PD&T.

Thanks.

Tom Miller
Airport Director
GRB

----- Original message -----

From: "Parmer, Sandy S." <Parmer_SS@co.brown.wi.us>
Date: 10/14/2015 5:00 PM (GMT-05:00)

To: "Miller, Tom W." <Miller_TW@co.brown.wi.us>
Subject: Airport - salary summary

Hi Tom,

It was brought to my attention by HR that your salary summary does not reflect the pay for your new Assistant Director. In order to reflect the change in the 2016 budget, you will need to make a budget amendment. You can either contact your committee chair and mention you have a budget amendment so they can add it to the agenda for the committee meeting on 10/19/15 - or you can bring it to their attention during your budget review at the committee meeting. I've asked Christina Connell to provide us with the total salary & fringe for that position, so you have those numbers for that meeting and be ready to explain how the difference will be covered (like fund balance). It should be ok since Troy already approved it and it's not levy funded. Let me know if you have any questions.

Thanks,
Sandy

Sandy Parmer, MBA
Brown County Finance Department
305 E. Walnut St.
Green Bay, WI 54301
Phone: 920-448-4377
Fax: 920-448-4036

PLAN C: 25% Coordinator staff loan - COUNTY + CITY FUNDING * & **

SUMMARY:

Our request is to "approve" the addition of a permanent employee to coordinate a growing Community Gardens program.

Permanent Budget Need, 2017 & beyond, is \$45,837 annually - \$15/hr employee incl. payroll taxes, pto and benefits, per County Budget Spreadsheet.

The full ongoing budget amount to be approved (\$45,837) is reduced for 2016 by carryover of a 2015 One Time Federal CDBG grant for gardens in LMI areas of Green Bay & County One Time Grant.

2016 need is \$33,551 - which is an additional \$18,551 beyond the proposed budget of \$15,000, which falls short in August 2016.

PLAN C DISTINCTIVE: This plan loans garden staff to Nutrition program for 10 hours a week November 2015 through Feb 2016 - pending state approval - reducing salary cost. This allows us to keep trained staff, but restricts full ability to do Winter development work for 2016 season. County + City funding maintains & in 2017 will allow expansion all garden programs on City, County and private lands.

Assumptions:

starting June 22nd, 2015
14 \$/hour - No benefits or PTO
40 hours/week

2015	Jan	Feb	Mar	April	May	June	June 22nd	July	Aug	Sept	Oct	Nov *	Dec *
							0.00	2681.28	2614.248	4021.92	2681.28	2010.96	2010.96
Budget Spreadsheet/Mo							29650.00	26968.72	20332.55	22946.80	17651.27	15640.31	13629.35
Balance of 1 x grants (25k city + 4.6k co)													

Assumptions:

starting Jan. 1, 2016
15 \$/hr
2040 hrs/yr (incl PTO)
\$45,837 incl benefits = \$3,820

	/month											
2016	Jan *	Feb *	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Budget Spreadsheet Projection Budget/Mo	2865.00	2865.00	3820.00	3820.00	3820.00	3820.00	3820.00	3820.00	3820.00	3820.00	3820.00	3820.00
Balance after 1x Grants	10764.35	7899.35	4079.35	259.35	-3560.65	-7380.65	-11200.65	-15020.65	-18840.65	-22660.65	-26480.65	-30300.65
	2015 Grants run out May											

Proposed County Budget addition of \$15,000	25764.35	22899.35	19079.35	15259.35	11439.35	7619.35	3799.35	-20.65	-3840.65	-7660.65	-11480.65	-15300.65
	Proposed Budget											
	Runs out in July											
	Proposed Budget											
	Shortfall if											
	Budget stays \$15,000											

2016 50% County= \$15,150.32
2017 & on 50% County: \$22,918.50

• Pending State approval - 25% garden coordinator staff loan to nutrition education dept from Nov-Feb.

•• The City of Green Bay has not agreed to fund 50% of this position. They are asking the County to fully fund the position.

Next Steps: Plan B is the only feasible solution with the information & approvals we have NOW. However, this would be a stronger program with shared County City support & it would keep the City gardens open. We have been notified by the City of Green Bay's Neighborhood Division of an opportunity to give input on Oct 22 at the CDBG fund "Action Plan" meeting, that could result in a half time coordinator position.

The gardens could refund to the County any salary dollars we get from the City.

PLAN D: 25% Coordinator staff loan - COUNTY FUNDING *

SUMMARY:	
Our request is to "approve" the addition of a permanent employee to coordinate a growing Community Gardens program.	
Permanent Budget Need, 2017 & beyond, is \$45,837 annually - \$15/hr employee incl. payroll taxes, pto and benefits, per County Budget Spreadsheet.	
The full ongoing budget amount to be approved (\$45,837) is reduced for 2016 by carryover of a 2015 One Time Federal CDBG grant for gardens in LMI areas of Green Bay & County One Time Grant.	
2016 need is \$33,551 - which is an additional \$18,551 beyond the proposed budget of \$15,000, which falls short in August 2016.	
PLAN D DISTINCTIVE: This plan loans garden staff to Nutrition program for 10 hours a week November 2015 through Feb 2016 - pending state approval - reducing salary cost. This allows us to keep trained staff, but restricts full ability to do Winter development work for 2016 season. County + City funding maintains & in 2017 will allow expansion all garden programs on County and private land only.	

Assumptions:

starting June 22nd, 2015
14 \$/hour - No benefits or PTO
40 hours/week

2015	Jan	Feb	Mar	April	May	June 22nd	July	Aug	Sept	Oct	Nov *	Dec *
Budget Spreadsheet/Mo						0.00	2681.28	2614.248	4021.92	2681.28	2010.96	2010.96
Balance of 1 x grants (25k city + 4.6k co)						29650.00	26968.72	20332.55	22946.80	17651.27	15640.31	13629.35

Assumptions:

starting Jan. 1, 2016
15 \$/hr
2040 hrs/yr (incl PTO)
\$45,837 incl benefits = \$3,820

2016	Jan *	Feb *	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Budget Spreadsheet Projection Budget/Mo	2865.00	2865.00	3820.00	3820.00	3820.00	3820.00	3820.00	3820.00	3820.00	3820.00	3820.00	3820.00
Balance after 1x Grants	10764.35	7899.35	4079.35	259.35	-3560.65	-7380.65	-11200.65	-15020.65	-18840.65	-22660.65	-26480.65	-30,300.65
2015 Grants run out May												2016 Total Need

Proposed County Budget addition of \$15,000	25764.35	22899.35	19079.35	15259.35	11439.35	7619.35	3799.35	-20.65	-3840.65	-7660.65	-11480.65	-15,300.65
Proposed Budget Runs out in July												Proposed Budget Shortfall if Budget stays \$15,000

* Pending State approval - 25% garden coordinator staff loan to nutrition education dept from Nov-Feb.

Next Steps: Plan B is the only feasible solution with the information & approvals we have NOW. However, this would be a stronger program with shared County City support & it would keep the City gardens open. We have been notified by the City of Green Bay's Neighborhood Division of an opportunity to give input on Oct 22 at the CDBG fund "Action Plan" meeting, that could result in a half time coordinator position. The gardens could refund to the County any salary dollars we get from the City.

EMPLOYEE'S WORKING OVER 12 HRS. IN A 24 HR. PERIOD REPORT
BROWN COUNTY AUSTIN STRAUBEL INTERNATIONAL AIRPORT

SEPTEMBER – 2015

EMPLOYEE NAME	DATE	HOURS WORKED-24 HR. PERIOD	REASON
Hacker, Doug	09/03/2015	12.25 hrs.	Operate Airstairs-NFL game.
Jadin, Matt	09/03/2015	12.25 hrs.	Operate Airstairs-NFL game.
Repitz, Eric	09/03/2015	12.25 hrs.	Airfield - Nighttime Paint Reflectivity Inspections.
Hall, Mark	09/29/2015	12.00 hrs.	Repair Runway Lights.

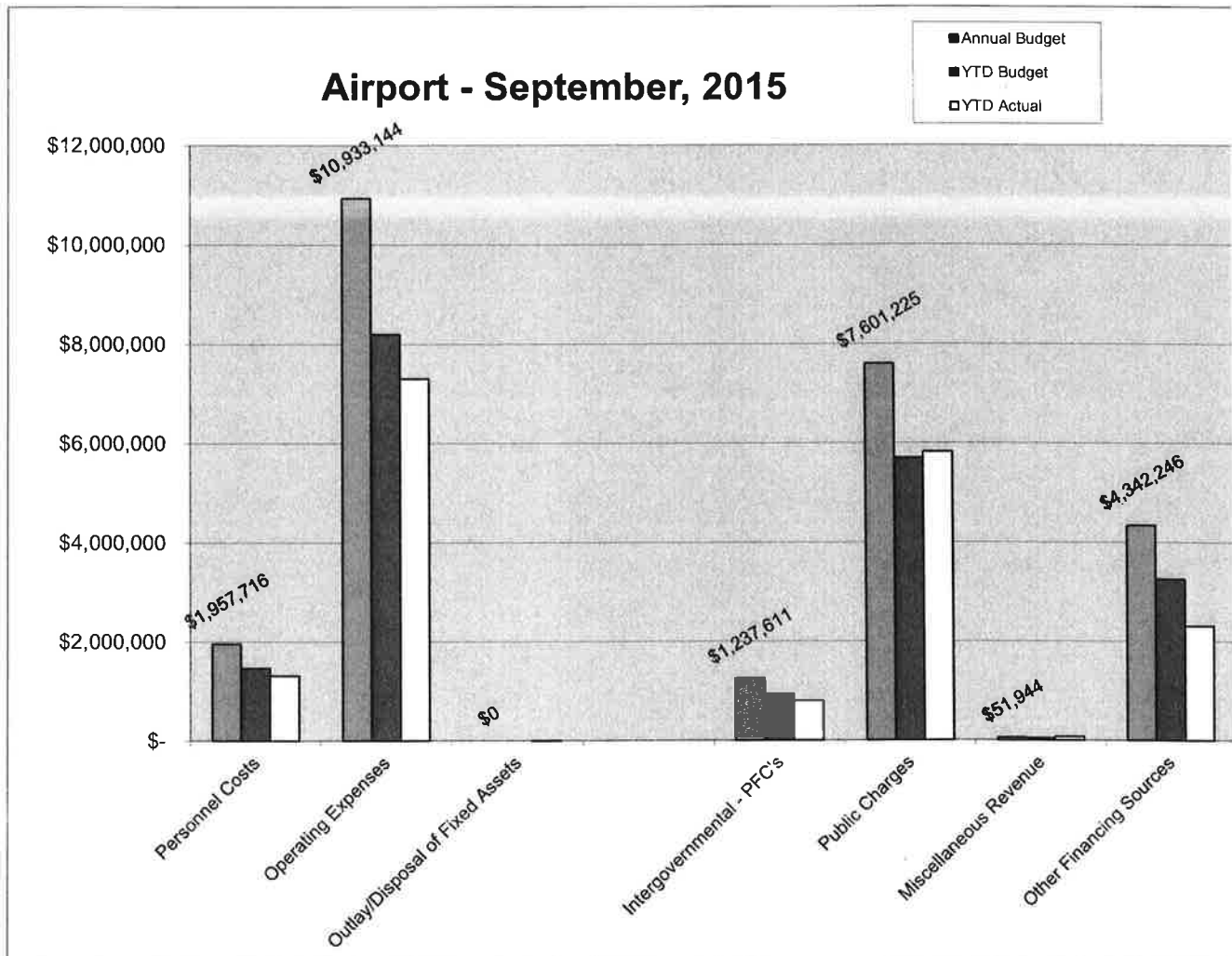
**Brown County
Airport
Budget Status Report
September-15**

	Annual Budget	YTD Budget	YTD Actual
Personnel Costs	\$1,957,716	\$1,468,287	\$1,310,916
Operating Expenses	\$10,933,144	\$8,199,858	\$7,303,958
Outlay/Disposal of Fixed Assets	\$0	\$0	-\$1,285
Intergovernmental - PFC's	\$1,237,611	\$928,208	\$791,927
Public Charges	\$7,601,225	\$5,700,919	\$5,826,344
Miscellaneous Revenue	\$51,944	\$38,958	\$67,939
Other Financing Sources	\$4,342,246	\$3,256,685	\$2,305,711

HIGHLIGHTS

Expenses continue to be under budget by about \$900,000 for the year to date, while revenue is roughly on budget.

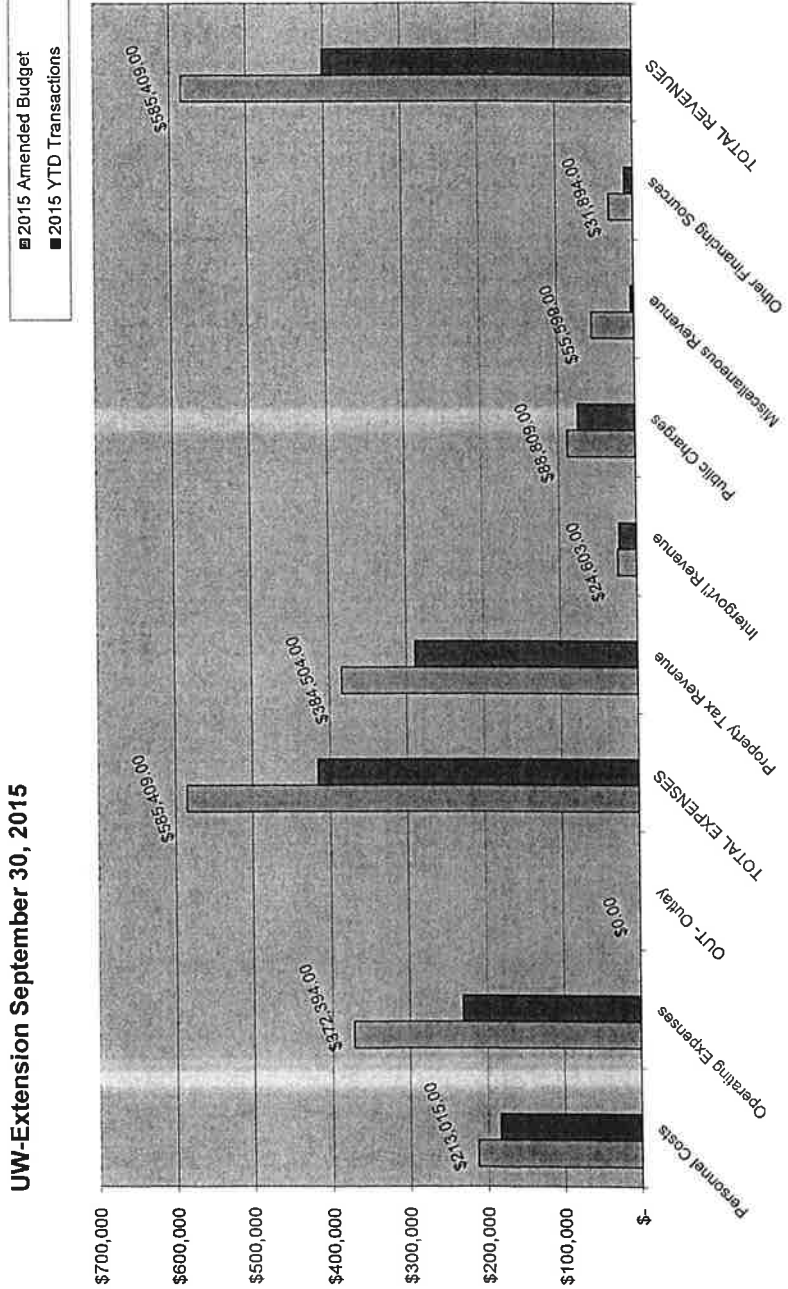
Pax On	Thru Sept	% +/-
2015	233,963	-6%
2014	235,426	



**Brown County UW-Extension
Budget Status Report (unaudited)
September 30, 2015**

	<u>2015 Amended Budget</u>	<u>2015 YTD Transactions</u>	<u>2014 Amended Budget</u>	<u>2014 YTD Transactions</u>
Personnel Costs	\$213,015.00	\$184,117.24	\$217,612.00	\$210,842.00
Operating Expenses	\$372,394.00	\$231,389.41	\$633,699.00	\$593,832.00
OUT- Outlay	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENSES	\$585,409.00	\$415,506.65	\$851,311.00	\$804,674.00
Property Tax Revenue	\$384,504.00	\$288,378.00	\$396,210.00	\$396,210.00
Intergov't Revenue	\$24,603.00	\$22,814.50	\$15,923.00	\$17,254.00
Public Charges	\$88,809.00	\$74,961.85	\$119,713.00	\$95,655.00
Miscellaneous Revenue	\$55,599.00	\$4,241.48	\$49,395.00	\$27,239.00
Other Financing Sources	\$31,894.00	\$11,103.03	\$52,458.00	\$58,458.00
TOTAL REVENUES	\$585,409.00	\$401,498.86	\$633,699.00	\$594,816.00

UW-Extension September 30, 2015



Uses of Bonded & Levied Funds for Library Renovation

Central Renovation Bonded Funds	
Central Parking lot	\$122,574
Central Auditorium Renovation	\$180,392
Central Meeting Room & Foyer Improvements	\$45,656
	\$348,622

Central Elevator Levied Funds	
Kress Lower Level Furniture	\$10,553
Kress Study Rooms	\$54,014
Weyers Hilliard Study Rooms	\$54,014
East Furniture Replacement	\$50,000
Wrightstown Furniture Replacement	\$56,537
Pulaski Furniture Replacement	\$20,376
Think Tank A, B & C Furniture	\$0
Ashwaubenon Furniture Replacement	\$43,972
Item Display units	\$11,518
	\$300,983

Central Elevator Levied Funds w/parking lot	
Kress Lower Level Furniture	\$10,553
Kress Study Rooms	\$0
Weyers Hilliard Study Rooms	\$0
East Furniture Replacement	\$50,000
Wrightstown Furniture Replacement	\$56,537
Pulaski Furniture Replacement	\$20,376
Think Tank A, B & C Furniture	\$0
Ashwaubenon Furniture Replacement	\$23,972
Item Display units	\$16,588
Central Parking Lot	\$122,574
	\$0
	\$300,600

Fontecchio, Paul A.

From: Younger, Brandy J.
Sent: Monday, October 19, 2015 10:29 AM
To: Fontecchio, Paul A.
Subject: 425-Library

Hello,

Here is how Library stands right now:

Current Cash Balance (Bond & Levy) = 1,519,490.50
Less Estimated Project Costs = 247,827
Current Available = 1,271,663.50

What they want to take From Bond/Levy = 649,605

Updated Available Total = 622,058.50

HVAC Projects On HOLD:

HVAC Control System Upgrades 35,000
HVAC System Retro-Commissioning 58,000
Humidifiers & AHUs Retro-Commissioning 230,207.50
HVAC System VAV Conversions 405,000
Duct & Coil Reconditioning & Insulation 116,000
ACT Ceiling Replacements 140,000
Total = 984,207.50

There are some other projects that were also put on hold, but more than likely will remain on hold until they figure out what they are going to do with the Library.

Thanks,

Brandy Jean Younger

Business Manager

Brown County Public Works

Younger_BJ@co.brown.wi.us

Ph: 920-662-2163

BROWN COUNTY PUBLIC WORKS DEPARTMENT ENGINEER ESTIMATE



DATE: 6/17/2015

LOCATION: Central Library Parking Lot

PROJECT COSTS:

	Quantity		Unit Cost	Cost
Engineering:	1	LS	\$5,000.00	\$5,000
Permitting:	1	LS	\$750.00	\$750
Milling:	2044	SY	\$1.00	\$2,044
Excavation:	0	CY	\$11.00	\$0
EBS & Breaker Run:	1195	CY	\$18.00	\$21,518
1.25" Base:	797	TONS	\$11.00	\$8,767
Curb & Gutter:	400	LF	\$16.00	\$6,400
Asphalt Binder:	205	TONS	\$58.00	\$11,899
Asphalt Surface:	147	TONS	\$60.00	\$8,793
Shouldering:	0	TONS	\$15.00	\$0
Inlet Cover/Adjust:	3	EACH	\$750.00	\$2,250
Sidewalk:	800	SF	\$5.00	\$4,000
Pavement Marking:	1	LS	\$2,500.00	\$2,500
Landscaping:	1	LS	\$5,000.00	\$5,000
15% Contingencies:				\$11,838
5% Admin/Overhead:				\$4,538
Total Project Costs:				\$89,547

NOTES: Budget \$90,000 - Does not include electrical box relocation, lighting, bike racks, etc.